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LEGAL SERVICES CAREER LADDER, AFS 705X0.(U)  
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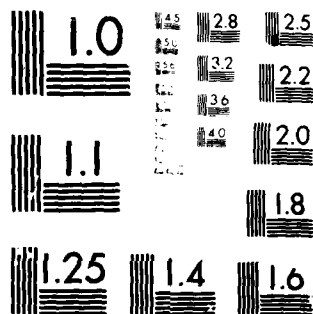
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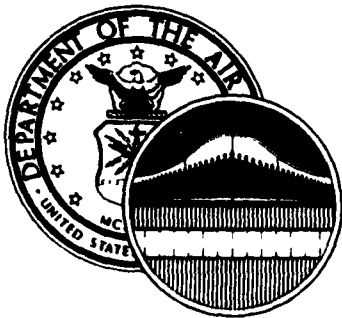
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UNITED STATES AIR FORCE

② LEVEL II

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**OCCUPATIONAL  
SURVEY  
REPORT.**



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12.1/84  
(6) LEGAL SERVICES CAREER LADDER,

AFS 705X0,

✓ AFPT 90-705-406

① MAR 1980

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OCCUPATIONAL ANALYSIS PROGRAM  
USAF OCCUPATIONAL MEASUREMENT CENTER  
AIR TRAINING COMMAND  
RANDOLPH AFB, TEXAS 78148

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## PREFACE

This report presents the results of a detailed Air Force Occupational Survey of the Legal Services (AFS 705X0) specialty. The project was directed by USAF Program Technical Training, dated October 1978, in order to assess the impact of several recent changes to the career ladder (such as the implementation of the Area Defense Counsel). Authority for conducting occupational surveys is contained in AFR 35-2. Computer outputs from which this report was produced are available for use by operating and training officials.

Computer programs for analyzing the occupational data were designed by Dr. Raymond E. Christal, Manpower and Personnel Division, Air Force Human Resources Laboratory (AFHRL), and were written by the Computer Programming Branch, Technical Services Division, AFHRL.

The Air Force occupational survey program has been in existence since 1956 when initial research was undertaken by AFHRL (Air Force Systems Command) to develop a methodology for gathering and analyzing occupational information. In 1967, an occupational survey program was established within the Air Training Command and surveys were produced annually for 12 enlisted specialties. In 1972, the program was expanded to conduct occupational surveys covering 51 career fields annually. In late 1976, the program was again expanded to include the survey of officer utilization fields, to permit special management applications projects, and to support interservice or joint service occupational analysis.

The survey instrument used in the present project was developed by Mr. David Williams, Inventory Development Specialist. Second Lieutenant Gordon J. Curphy analyzed the survey data and wrote the final report. This report has been reviewed and approved by Lieutenant Colonel Jimmy L. Mitchell, Chief, Airman Career Ladders Analysis Section, Occupational Survey Branch, USAF Occupational Measurement Center, Randolph AFB, Texas 78148.

Copies of this report are available to air staff sections, major commands, and other interested training and management personnel upon request to the USAF Occupational Measurement Center, attention to the Chief, Occupational Survey Branch (OMY), Randolph AFB, Texas 78148.

This report has been reviewed and is approved.

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Commander  
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## SUMMARY OF RESULTS

1. Survey Coverage: Inventory booklets were administered to Legal Services (AFSC 705X0) personnel worldwide from July to October 1979. Survey results are based on the responses from 510 AFS 705X0 incumbents (75 percent of assigned). A majority of the incumbents surveyed were assigned to SAC, TAC, USAFE, and the Air Force Legal Services Center (AFLSC).

2. Career Ladder Structure: DAFSC 705X0 personnel spend a majority of their job time performing military justice, claims, area defense, or general administration tasks. The five major groups of jobs and four smaller independent job types were differentiated primarily by the varying amount of time spent on the above tasks. The five clusters were: Administrative Supervisors; Area Defense Personnel; Legal Supervisors; NCOICs, Military Justice; and Claims Personnel. NCOICs, Military Justice made up the largest cluster (30 percent of sample) and concentrated primarily on performing various aspects of military justice.

The four independent job types identified were: Administrative Personnel, Legal Clerks, Military Justice and Claims Personnel, and Claims Advisors. Generally, the personnel in these job groups performed a more routine job and had lower job satisfaction indices.

3. Career Ladder Progression: Performing military justice, general administration, and claims tasks were indicative of AFS 70530/50 personnel. Seven-skill level personnel perform many of the same technical tasks as 70530/50 personnel, but also spend 23 percent of their job time on supervisory tasks. AFS 70590 personnel spend 45 percent of their job time on the same technical tasks commonly performed by 3-, 5-, and 7-skill level personnel. CEM Code 70500 personnel were primarily supervisors or managers, with very little time being spent on technical tasks.

4. Time In Career Field (TICF) Groups: The typical trend of increasing percentage of time spent on supervisory tasks with increasing months TICF was noted. First job personnel (1-48 months TICF) perform a technical job involving primarily general administration tasks. Also, it must be noted that a lower percentage of AFS 705X0 first job incumbents plan to reenlist than first job incumbents in other related career areas.

5. AFR 39-1 Evaluation: The 3-, 5-, 7-, and 9-skill level descriptions were found to provide a clear overview of the 705X0 career field.

6. Analysis of CONUS Versus Overseas Groups: Very few differences in tasks were noted between the two groups. However, hospital claims tasks seemed more indicative of CONUS incumbents while clemency related tasks were performed by greater percentages of overseas respondents. Another interesting note is the lower job interest of overseas respondents.

7. Claims Analysis: The data supports a proposed addition of an advanced claims school for career oriented incumbents.

8. Implications: The 705X0 career ladder should remain relatively stable in the next few years. The addition of a computerized civil law program should have little impact on the jobs performed by AFS 705X0 personnel.

OCCUPATIONAL SURVEY REPORT  
LEGAL SERVICES CAREER LADDER  
(AFSC 705X0)

INTRODUCTION

This is a report of an occupational survey of the Legal Services career ladder (AFSC 705X0) completed by the Occupational Survey Branch, USAF Occupational Measurement Center, in January 1980. A previous survey of the 705X0 career ladder was published during November 1974.

Historically, the Legal Services career ladder was created in May 1955 as AFSC 702X3. On 1 December 1957, the designation was changed to the current AFSC, 705X0. Nine-skill level incumbents were authorized in August 1957 and were originally designated as AFSC 70580. Since February 1960, AFSC 70590 has been used to designate 9-skill level incumbents.

The basic job of 705X0 personnel, as described by AFR 39-1, is to perform the various aspects of legal services. Generally, this includes transcribing verbatim records using stenomask, examining completed court-martial records and Article 15 actions, performing legal office administration, and processing claims for and against the Air Force. It is important to note that while incumbents in this specialty perform tasks in all of the areas mentioned above, they typically concentrate on one aspect of legal services. For example, an incumbent may work for a month in military justice and then switch to processing claims. Conversations with incumbents in the field indicate the amount of job rotation depends primarily on office size and workload.

Because the legal services specialty is a lateral career ladder, all incumbents in this career ladder must have previous Air Force experience in administrative type work, be recommended by the base Staff Judge Advocate for entry into the Legal Services career ladder, and attend the Legal Services Specialist Course (3ALR70530) taught at Keesler AFB MS. This course is a seven week Category "A" school, with approximately 80 incumbents per year successfully completing the course. However, an increase in Legal Services authorizations will enable the school to increase the number of graduates in 1980 to approximately 125.

The current project was undertaken in order to evaluate several changes in the career ladder since the previous Occupational Survey Report. Topics discussed in this report include: (1) survey methodology; (2) job structure within the ladder; (3) an analysis of skill level groups; and (4) a comparison of the results of the current survey with the previous survey.

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## SURVEY METHODOLOGY

### Inventory Development

The data collection instrument for this occupational survey was USAF Job Inventory AFPT 90-705-406. As a starting point, the inventory developer reviewed tasks from the 1974 inventory and the results of the 1974 Occupational Survey Report. Then, pertinent specialty publications and directives were examined. From these reviews, a new tentative task list was formulated and taken out into the field to be validated. Subject matter specialists at three different locations carefully reviewed the tentative task list for completeness and accuracy. This process resulted in a final inventory of 319 tasks grouped under ten duty headings. Also included in the inventory was a background section that included questions concerning the respondents' grade, duty title, DAFSC, job interest, etc.

### Survey Administration

Job inventories were administered to all DAFSC 705X0 personnel at operational units both in CONUS and overseas during the period July to October 1979 by local base consolidated personnel offices. Personnel were selected from Uniform Airman Record (UAR) data tapes generated by the Air Force Manpower and Personnel Center (AFMPC) and maintained by the Air Force Human Resources Laboratory (AFHRL).

As stated previously, a job inventory consists of two sections. A background section includes questions about such items as reenlistment intentions, Time in Career Field (TICF), and PAFSC. A task section lists all tasks which can be performed by career ladder personnel. Incumbents first check those tasks they perform in their present job and then rate each of these tasks as to the relative amount of time spent on each task as compared to all other tasks checked. This relative rating is accomplished using a scale ranging from one (very small amount of time spent) to nine (very large amount of time spent). A rating of five on the scale represents an average amount of time spent performing a task.

To determine the relative amount of time an incumbent spends on each task, all of the incumbent's ratings are assumed to account for 100 percent of his or her time spent on the job. The ratings are then summed and each task rating is then divided by the total number of task responses and the quotient is multiplied by 100. This procedure provides a basis for comparing tasks, not only in terms of percent members performing, but also in terms of average percent time spent.

### Survey Sample

Personnel were selected to participate in this survey so as to insure an accurate representation across all MAJCOM and paygrade groups. Seventy-five percent (510) of the 683 incumbents assigned to the 705X0 career ladder were sampled. Table 1 lists the distribution of the sample by MAJCOM, and reflects an accurate representation of the MAJCOMs. Table 2 lists paygrade



group distributions and Table 3 lists the sample distribution by Time in Career Field (TICF) groups. Both tables reveal the survey had a balanced distribution across paygrade and TICF groups.

TABLE 1  
COMMAND REPRESENTATION OF SURVEY SAMPLE

<u>COMMAND</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
SAC	17%	22%
TAC	13%	11%
USAFE	12%	11%
ATC	11%	12%
MAC	10%	11%
PACAF	6%	7%
AFSC	4%	4%
AFLC	3%	2%
AAC	2%	2%
OTHER*	<u>22%</u>	<u>18%</u>
TOTAL	100%	100%

TOTAL ASSIGNED - 683

TOTAL SAMPLED - 510

PERCENT SAMPLED - 75%

\* THE MAJORITY OF THE PERSONNEL IN THE "OTHER" CATEGORY WERE  
ASSIGNED TO THE AIR FORCE LEGAL SERVICES CENTER

TABLE 2  
PAYGRADE REPRESENTATION OF SURVEY SAMPLE

<u>PAYGRADE</u>	<u>PERCENT OF ASSIGNED*</u>	<u>PERCENT OF SAMPLE</u>
AIRMAN	3%	3%
E4	16%	16%
E5	39%	41%
E6	21%	20%
E7	14%	12%
E8	4%	5%
E9	3%	3%

\* AS OF DECEMBER 1979

TABLE 3

## TICF DISTRIBUTION OF SURVEY SAMPLE

	MONTHS TIME IN CAREER FIELD					
	1-48	49-96	97-144	145-192	193-240	241+
NUMBER IN AFS 705X0 SAMPLE	220	143	64	45	20	18
PERCENT IN AFS 705X0 SAMPLE	43%	28%	13%	9%	4%	3%

Task Factor Administration

In addition to completing the job inventory, selected senior 705X0 personnel were also asked to complete a second booklet for either task difficulty or training emphasis. The task difficulty and training emphasis rating booklets are processed separately from the job inventories. These ratings may be used in a number of different analyses discussed in more detail within the report.

Task Difficulty. Each individual completing a task difficulty booklet was asked to rate all of the tasks on a nine-point scale from extremely low to extremely high difficulty, with difficulty defined as the length of time it takes an average incumbent to learn to do the task. Ratings were then adjusted so that tasks of average difficulty have a rating of 5.00.

Task difficulty data was independently collected from 53 experienced 7- or 9-skill level personnel stationed worldwide (see Table 4). The interrater reliability (as assessed through components of variance of standard group means) of .96 for these 705X0 raters reflects very high agreement. The resulting data is a rank ordering of tasks indicating a relative degree of difficulty for each task in the inventory.

Job Difficulty Index (JDI). After computing a task difficulty index for each task item, it is then possible to compute a Job Difficulty Index (JDI) for the groups identified in the survey analysis. This index provides a relative measure of which jobs, when compared to other jobs identified, are more or less difficult. An equation using the number of tasks performed and the average difficulty per unit time spent as variables is used to compute the JDI. The index ranges from one for very easy jobs to 25 for very difficult jobs. The data are adjusted so that the average job difficulty index is 13.00. Thus, the more time a group spends on difficult tasks, and the more tasks they perform, the higher will be their job difficulty index.

Training Emphasis. Individuals completing training emphasis booklets were asked to rate all of the tasks on a ten-point scale from no training required to extremely heavy training. Training emphasis is a rating of tasks indicating where the emphasis should be placed on structured training for first-term personnel. Structured training is defined as training provided at resident technical schools, Field Training Detachments (FTD), Mobile Training Teams (MTT), formal OJT, or any other organized training method.

Training emphasis data were independently collected from 50 experienced 7- or 9-skill level personnel stationed worldwide (see Table 5). The inter-rater reliability (as assessed through components of variance of standard group means) for these raters was .96, indicating a good agreement among raters as to which tasks required some form of structured training and which did not. In this specialty, tasks rated highest in training emphasis have ratings of 5.1 or above; the average training emphasis rating is 3.2; and those tasks with ratings less than 1.3 can be considered as requiring very little emphasis in training.

When used in conjunction with other factors, such as percent members performing, the task difficulty and training emphasis ratings can provide an insight into appropriate training. These data may help to validate the lengthening or shortening of specific units of instruction to further refine various training curricula.

TABLE 4  
COMMAND REPRESENTATION OF 705X0 TASK DIFFICULTY RATERS

<u>COMMAND</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
SAC	17%	14%
TAC	13%	14%
USAFE	12%	12%
ATC	11%	7%
MAC	10%	20%
PACAF	6%	4%
AFSC	4%	9%
AFLC	3%	4%
AAC	2%	2%
OTHER	22%	14%
TOTAL	100%	100%

TABLE 5  
COMMAND REPRESENTATION OF 705X0 TRAINING EMPHASIS RATERS

<u>COMMAND</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
SAC	17%	20%
TAC	13%	9%
USAFE	12%	13%
ATC	11%	17%
MAC	10%	15%
PACAF	6%	6%
AFSC	4%	6%
AFLC	3%	4%
AAC	2%	2%
OTHER	22%	8%
TOTAL	100%	100%

## CAREER LADDER STRUCTURE

A key aspect of the occupational survey program is to examine the job structure of the career ladder on the basis of what people are actually doing in the field, rather than on the basis of official career ladder documents. This analysis of actual job structure is made possible by the use of the Comprehensive Occupational Data Analysis Programs (CODAP). By using CODAP, jobs are identified on the basis of similarity in tasks performed and relative time spent performing the tasks.

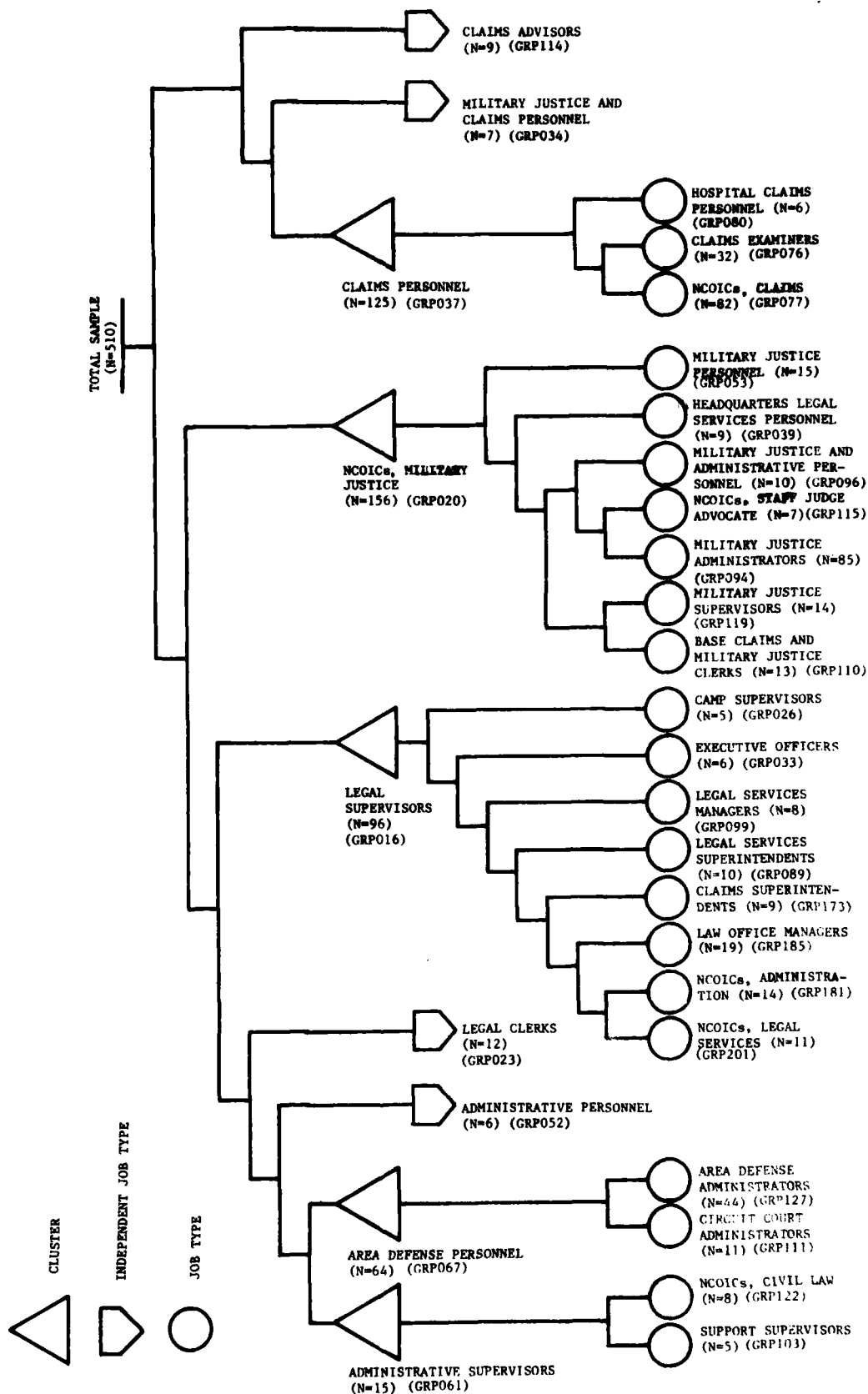
The specialty structure analysis process consists of determining the functional job structure of career ladder personnel in terms of job types, clusters, and independent job types. A job type is a group of individuals who perform many of the same tasks and also spend similar amounts of time performing them. When there is a substantial degree of similarity between different job types, they are grouped together and labeled as clusters. Finally, there are often cases of specialized job types that are too dissimilar to be grouped into any cluster. These unique groups are labeled independent job types.

### Specialty Overview

The job structure of the Legal Services career ladder was determined by analyzing the job descriptions of all 510 survey respondents. Based on similarity of tasks performed and the amount of time spent in performing each task, the jobs performed by 705X0 respondents are listed below and illustrated in Figure 1. (GRP numbers are shown with each group as a cross reference to computer printed summaries used in the analysis of the survey data.)

- I. ADMINISTRATIVE SUPERVISORS (GRP061, N=15)
  - a. Support Supervisors (GRP103, N=5)
  - b. NCOICs, Civil Law (GRP122, N=8)
- II. AREA DEFENSE PERSONNEL (GRP067, N=64)
  - a. Circuit Court Administrators (GRP111, N=11)
  - b. Area Defense Administrators (GRP127, N=44)
- III. ADMINISTRATIVE PERSONNEL (GRP052, N=6)
- IV. LEGAL CLERKS (GRP023, N=12)
- V. LEGAL SUPERVISORS (GRP016, N=96)
  - a. NCOICs, Legal Services (GRP201, N=11)
  - b. NCOICs, Administration (GRP181, N=14)
  - c. Law Office Managers (GRP185, N=19)
  - d. Claims Superintendents (GRP173, N=9)
  - e. Legal Services Superintendents (GRP089, N=10)
  - f. Legal Services Managers (GRP099, N=8)
  - g. Executive Officers (GRP033, N=6)
  - h. CAMP Supervisors (GRP026, N=5)

FIGURE 1  
LEGAL SERVICES CAREER LADDER STRUCTURE  
AFSC 705X0



VI. NCOICs, MILITARY JUSTICE (GRP020, N=156)

- a. Base Claims and Military Justice Clerks (GRP110, N=13)
- b. Military Justice Supervisors (GRP119, N=14)
- c. Military Justice Administrators (GRP094, N=85)
- d. NCOICs, Staff Judge Advocate (GRP115, N=7)
- e. Military Justice and Administrative Personnel (GRP096, N=10)
- f. Headquarters Legal Services Personnel (GRP039, N=9)
- g. Military Justice Personnel (GRP053, N=15)

VII. CLAIMS PERSONNEL (GRP037, N=125)

- a. NCOICs, Claims (GRP077, N=82)
- b. Claims Examiners (GRP076, N=32)
- c. Hospital Claims Personnel (GRP080, N=6)

VIII. MILITARY JUSTICE AND CLAIMS PERSONNEL (GRP034, N=7)

IX. CLAIMS ADVISORS (GRP114, N=9)

The respondents forming these job types and clusters account for 96 percent of the survey sample. The remaining four percent of the sample consist of unique jobs which did not group with any of the job types or clusters described above. Some of the titles held by the remaining four percent were: NCOIC, International Law; Assistant NCOIC, POW/MIA Status; Review Court Representatives; Claims Clerk; NCOIC, Military Justice; and Legal Service Specialist Course Instructor. These personnel did not group with any cluster or job type because of either the unique job they performed or in the manner in which they perceived their job.

Generally, the career ladder is fairly heterogeneous with respect to clusters and fairly homogeneous with respect to job types within a cluster. For example, personnel in the NCOICs, Military Justice cluster primarily concentrate their time on performing all aspects of military justice; very little time, if any, is spent performing civil law, area defense, or claims functions.

Brief descriptions of each of the clusters and independent job types are presented below. Also, there are three tables at the end of this section that provide additional information about the clusters and independent job types. Table 6 provides the relative percent time spent on each duty by the personnel in each of the groups identified. For example, Claims Personnel spend 61 percent of their job time performing claims tasks, while Legal Supervisors only spend five percent of their time on claims tasks. Table 7 provides selected background information, such as DAFSC and months in the career field, for each group identified. For example, Legal Clerks perform an average of 26 tasks and 33 percent hold the 7-skill level. Finally, Table 8 yields various job satisfaction data for the clusters and independent job types. An interesting note here is the somewhat lower job interest indices for the independent job types, such as Administrative Personnel. Also, it is interesting to note that Legal Supervisors have the lowest reenlistment intentions, with only 49 percent planning to reenlist, possibly due to retirement eligibility.

Also included in this report are two appendices concerning the Legal Services career ladder structure. Appendix A yields various duty, background, and job satisfaction information about the job types identified within each of the clusters found in the Legal Services career ladder, in addition to a brief job description for each of the job types identified. Appendix B lists common tasks performed by members for each of the clusters and independent job types identified in this section.

### Cluster and Independent Job Type Descriptions

I. ADMINISTRATIVE SUPERVISORS. These 15 personnel are responsible for operating various base legal offices. They typically type legal correspondence, establish administrative files, establish work priorities, and update documentation files. Sixty percent hold a 7- or 9-skill level or CEM Code 70500.

II. AREA DEFENSE PERSONNEL. These 64 members are responsible for the various functions associated with the Area Defense Counsel. They establish administrative files, maintain defense counsel individual case dockets, establish eligibility of clients for legal services, refer clients to supportive agencies, and type requests for delays. Seventy-four percent of these personnel hold a 5-skill level.

III. ADMINISTRATIVE PERSONNEL. These six incumbents perform jobs which focus on administrative tasks associated with base legal operations. They sort incoming mail, post changes to publications, establish reading files, and type legal correspondence. While much of their job is similar to that performed by the Administrative Supervisors, they are less experienced and perform fewer tasks.

IV. LEGAL CLERKS. These 12 incumbents perform many of the standard legal assistance functions at base legal offices. They type power of attorney statements, prepare documents for notarizing, witness legal documents, type wills, and update legal assistance files. Most hold the 5-skill level and have less than five years in the career field.

V. LEGAL SUPERVISORS. This fairly large group of 96 NCOs are the supervisors or managers of the career ladder. Sixty-six percent hold the 9-skill level or CEM Code 70500, with the remainder holding primarily the 7-skill level. The largest percentage of their time (65 percent) is spent performing supervisory tasks, such as establish work priorities, plan work assignments, assign personnel to duty positions, prepare APRs, and draft budgets or financial estimates.

VI. NCOICs, MILITARY JUSTICE. This group of 156 incumbents is the largest group identified in the analysis. These members perform the various aspects of military justice. They are heavily involved with Article 15 actions and courts-martials. Eighty-seven percent hold the 5- or 7-skill level.

VII. CLAIMS PERSONNEL. Members of this rather large group of 125 respondents are involved with the processing of claims for or against the Air Force. They prepare claims record forms (AF Form 176), prepare vouchers for payment of claims, recommend settlement of personnel claims, and establish claim case files.

VIII. MILITARY JUSTICE AND CLAIMS PERSONNEL. This small group of seven respondents both process claims and perform military justice tasks. They prepare claims labels, recommend settlement of personnel claims, and prepare Article 15 actions. Most of these incumbents are less experienced Legal Services NCOs in that 71 percent have less than five years in the career field and an average grade of 4.7.

IX. CLAIMS ADVISORS. This small group of nine respondents primarily process claims and advise claimants on how to file various claims. They prepare vouchers for payment of claims, prepare claim labels, and prepare claims record forms (AF Form 176).

#### Structure Summary

Generally, legal services personnel perform a variety of specialized jobs including area defense, military justice, claims, or general legal administration functions. Within each of these types of jobs, the individuals perform common tasks pertaining to that function with very little performance of tasks relative to the other functions. For example, claims personnel spent 61 percent of their job time working with claims and associated procedures. Only about two percent of their time involved military justice tasks.

Job interest varied among the various job groups. Job groups specializing on administrative tasks had substantially lower job interest; those groups focusing on specific legal functions, such as Area Defense, claims, and military justice reported much higher job interest.



TABLE 6  
RELATIVE PERCENT TIME SPENT ON DUTIES BY JOB CLUSTERS AND INDEPENDENT JOB TYPES

DUTIES	AREA DEFENSE PERSONNEL (N=64)		ADMINISTRATIVE PERSONNEL (N=6)		LEGAL CLERKS (N=12)		LEGAL SUPERVISORS (N=96)		NCOs, MILITARY JUSTICE (N=156)		CLAIMS PERSONNEL (N=125)		MILITARY JUSTICE PERSONNEL (N=7)		CLAIMS ADVISORS (N=9)	
	ADMINISTRATIVE SUPERVISORS (N=15)															
ORGANIZING AND PLANNING	13	9	6	2	18	4	4	5	*							
DIRECTING AND IMPLEMENTING	13	8	7	5	23	5	7	5	*							
EVALUATING AND INSPECTING	6	4	3	1	15	4	6	2	*							
TRAINING	2	*	4	3	9	1	*	*	*							
PERFORMING GENERAL ADMINISTRATION OR MISCELLANEOUS FUNCTIONS	47	39	69	41	17	17	16	22	15							
PERFORMING MILITARY JUSTICE ADMINISTRATION FUNCTIONS	3	14	5	7	7	55	2	25	*							
PERFORMING COURT REPORTING FUNCTIONS	*	*	*	*	*	2	*	*	*							
PERFORMING AIR FORCE CLAIMS FUNCTIONS	*	2	*	*	5	4	61	33	82							
PERFORMING CIVIL LAW, LEGAL RESEARCH, AND LEGAL ASSISTANCE FUNCTIONS	14	6	5	39	6	5	5	4	*							
PERFORMING AREA DEFENSE COUNSEL FUNCTIONS	*	17	*	*	*	*	*	2	2							

\* DENOTES LESS THAN ONE PERCENT

TABLE 7  
BACKGROUND INFORMATION BY CLUSTERS AND INDEPENDENT JOB TYPES

	ADMINISTRATIVE SUPERVISORS		AREA DEFENSE PERSONNEL		ADMINISTRATIVE PERSONNEL		LEGAL CLERKS		LEGAL SUPERVISORS		NCOs, MILITARY JUSTICE		CLAIMS PERSONNEL		MILITARY JUSTICE AND CLAIMS ADVISORS	
AVERAGE NUMBER OF TASKS PERFORMED	37		54		24		26		80		85		50		45	13
AVERAGE PAY GRADE	5.9		4.7		4.7		4.8		7.1		5.3		5.0		4.7	4.4
AVERAGE NUMBER OF PERSONNEL SUPERVISED	1		*		*		*		4		*		*		*	*
DAFSC																
70530	7%		2%		17%		0%		0%		2%		2%		0%	33%
70550	35%		74%		33%		67%		2%		36%		56%		57%	44%
70570	20%		22%		50%		33%		32%		51%		35%		43%	23%
70590	33%		0%		0%		0%		48%		10%		5%		0%	0%
CEN CODE 70500	7%		2%		0%		0%		18%		1%		0%		0%	0%
AVERAGE MONTHS T1CF	99		50		80		40		146		80		67		42	46
AVERAGE MONTHS TAFHS	165		93		91		114		226		139		118		118	77
PERCENT WITH LESS THAN 60 MONTHS T1CF	28%		66%		16%		67%		16%		38%		46%		71%	33%

\* DENOTES LESS THAN ONE PERSON SUPERVISED

TABLE 8

**JOB INTEREST AND RELATED DATA BY CLUSTERS AND INDEPENDENT JOB TYPES**  
(PERCENT MEMBERS RESPONDING)

	ADMINISTRATIVE SUPERVISORS	AREA DEFENSE PERSONNEL	ADMINISTRATIVE PERSONNEL	LEGAL CLERKS	LEGAL SUPERVISORS	NCOs, MILITARY JUSTICE	CLAIMS PERSONNEL	MILITARY JUSTICE AND CLAIMS PERSONNEL	CLAIMS ADVISORS
<b>I FIND MY JOB:</b>									
NO RESPONSE	7	0	0	0	0	0	0	0	0
DULL	27	14	33	33	2	2	5	14	11
SO-SO	7	2	17	8	7	10	10	0	22
INTERESTING	59	84	50	59	91	88	85	86	67
<b>MY JOB UTILIZES MY TALENTS:</b>									
NO RESPONSE	0	0	0	0	0	0	0	0	0
NOT AT ALL TO VERY LITTLE	27	16	33	42	7	10	12	14	11
FAIRLY WELL TO PERFECTLY	73	84	67	58	93	90	88	86	89
<b>MY JOB UTILIZES MY TRAINING:</b>									
NO RESPONSE	0	0	0	0	0	0	0	0	0
NOT AT ALL TO VERY LITTLE	27	28	67	33	13	8	5	14	0
FAIRLY WELL TO PERFECTLY	73	72	33	67	87	92	95	86	100
<b>I PLAN TO REENLIST:</b>									
NO RESPONSE	7	0	0	0	0	1	1	0	0
NO OR PROBABLY NO	27	36	17	42	51	26	39	28	33
YES OR PROBABLY YES	66	64	83	58	49	73	60	72	67

## ANALYSIS OF DAFSC GROUPS

An analysis of DAFSC groups forms a part of each occupational analysis. The DAFSC analysis helps to identify differences among skill level groups within the 705X0 specialty. It also aids in the analysis of career ladder documents, such as AFR 39-1 Specialty Descriptions and the Specialty Training Standard (STS).

The DAFSC analysis of the 705X0 specialty will discuss the duties and tasks common to the DAFSC groups, as well as discussing the tasks which best differentiate the 5-, 7-, 9-skill level and CEM Code 70500 incumbents.

### Skill Level Comparisons

As in most career ladders, the job performed by 3- and 5-skill level respondents is largely technical in nature. These lower skill level 705X0 personnel spend 88 percent of their job time on technical duties, with only three duties (performing administration, military justice, and claims functions) accounting for 74 percent of this time (see Table 9). This is realistic with the career ladder structure, since most 3- and 5-skill level personnel fell within the clusters involving these functions (see Table 10). Table 11 lists those tasks performed by the highest percentage of 3- and 5-skill level respondents.

At the 7-skill level, there is very little change in the tasks or jobs performed. Table 9 shows that these respondents are still spending 77 percent of their job time on technical duties, with the same three duties of administration, military justice, and claims comprising the most time (64 percent). Generally, the most common technical tasks performed by 7-skill level incumbents are the same as the tasks performed by 70530 and 70550 personnel. These common tasks include operating reproduction machines, sorting incoming mail, and witnessing legal documents (see Table 12). In addition to common tasks, 3-, 5- and 7-skill level incumbents also fall into the same clusters, these being NCOICs, Military Justice and Claims Personnel.

The largest difference between 70530, 70550, and 70570 personnel in the technical area is in the claims function, where 7-skill level incumbents spend ten percent less of their job time. The routine claims tasks, such as preparing claims labels, seem to be performed by 3- and 5-level incumbents, while fewer of the 7-level incumbents perform the routine claim tasks (see Table 13). The time spent performing supervisory duties also differentiated the two groups, with 70570 personnel spending 23 percent of their job time on these duties, while 3- and 5-level incumbents spend only 12 percent of their job time performing the same duties.

At the 9-skill level, time spent on supervisory functions increases to 55 percent but this is still far below the amount found for 9-skill level incumbents in most career ladders. Clearly 45 percent of the 9-skill level incumbents job time is spent on technical duties, with 31 percent being spent on administrative or military justice duties. The common technical tasks performed by these incumbents include sorting incoming mail, witnessing legal documents, or drafting charges and specifications for Article 15 actions.

However, Table 14 reveals the tasks typically performed by these respondents are supervisory in nature, and include establishing work priorities, or drafting budgets or financial estimates.

The largest differences between the 7- and 9-skill level personnel seem to involve the amount of time spent on supervisory duties, with 9-level incumbents spending 55 percent of their job time on these duties, while 7-skill level incumbents only spend 23 percent of their job time on the same duties. Another difference can be noted in some of the technical tasks performed (Table 15), with claims tasks taking up very little of the 9-skill level incumbents job time. Also, the military justice tasks performed by both groups were somewhat different, with the 9-skill level personnel performing a reviewing role with Articles 15 and courts-martial actions, as opposed to an administrative role.

Table 9 reveals CEM Code 70500 personnel basically perform a supervisory job; very little time is spent performing technical aspects of legal services. The common tasks performed by these incumbents are all supervisory or managerial in nature, such as counselling subordinates on personal problems, assigning personnel to duty positions, or scheduling leaves or passes (see Table 16). The jobs performed by 70590 and CEM 70500 personnel are quite similar in that both are supervisory in nature; however, some differences were noted. The largest difference seems to be the lack of technical legal tasks performed by CEM 70500 personnel. Table 17 reveals administrative and military justice tasks are performed by greater percentages of 70590 personnel, while managerial tasks, such as supervising Legal Services Superintendents (AFSC 70590), establishing performance standards, or inspecting legal service operations, are more indicative of CEM 70500 personnel.

#### DAFSC Analysis Summary

In the analysis of skill level groups, it is quite evident that members of this career ladder, irregardless of skill level, are performing a technical job. Only at the Chief Enlisted Manager (CEM Code 70500) level are incumbents performing supervisory or managerial jobs. This trend is quite dissimilar from other career ladders where incumbents progress from a specialist at the 5-skill level to a supervisor/technician at the 7-level to a manager/supervisor at the 9-skill level.

In terms of task differences across the skill levels, there are few differences in terms of technical tasks performed or the difficulty of these technical tasks as one progresses from the 3- and 5-skill levels to the 7-skill level. As expected, 7-skill level incumbents take on more supervisory responsibilities although only a very small amount (23 percent) of their total job time is spent on these duties. At the 9-skill level, incumbents spend 55 percent of their time supervising but their remaining job time is spent on many of the same administrative and clerical tasks performed at the other skill levels.

TABLE 9  
PERCENT TIME SPENT ON TASKS IN DUTIES BY DAFSC GROUPS

DUTIES	DAFSCs 70530 AND 70550 (N=221)	DAFSC 70570 (N=195)	DAFSC 70590 (N=72)	CEM CODE 70500 (N=20)
ORGANIZING AND PLANNING	4	8	15	21
DIRECTING AND IMPLEMENTING	5	9	20	26
EVALUATING AND INSPECTING	3	3	14	19
TRAINING	*	3	6	6
PERFORMING GENERAL ADMINISTRATION OR MISCELLANEOUS FUNCTIONS	25	21	18	14
PERFORMING MILITARY JUSTICE ADMINISTRATION FUNCTIONS	22	26	13	6
PERFORMING COURT REPORTING FUNCTIONS	1	2	*	*
PERFORMING AIR FORCE CLAIMS FUNCTIONS	27	17	6	4
PERFORMING CIVIL LAW, LEGAL RESEARCH, AND LEGAL ASSISTANCE FUNCTIONS	7	6	6	3
PERFORMING AREA DEFENSE COUNSEL FUNCTIONS	4	1	*	1

\* DENOTES LESS THAN ONE PERCENT

TABLE 10  
DAFSC DISTRIBUTION OF THE LEGAL SERVICES CAREER LADDER STRUCTURE

	DAFSCs 70530 AND 70550	DAFSC 70570	DAFSC 70590	CEM CODE 70500
ADMINISTRATIVE SUPERVISORS	6	3	5	1
AREA DEFENSE PERSONNEL	50	14	-	-
ADMINISTRATIVE PERSONNEL	3	3	-	-
LEGAL CLERKS	8	4	-	-
LEGAL SUPERVISORS	2	30	45	17
NCOICs, MILITARY JUSTICE	60	78	16	2
CLAIMS PERSONNEL	75	45	6	-
MILITARY JUSTICE AND CLAIMS PERSONNEL	4	3	-	-
CLAIMS ADVISORS	7	2	-	-
NOT GROUPED	6	13	-	-
TOTAL	221	195	72	20

TABLE 11

## MOST COMMON TASKS PERFORMED BY DAFSC 70530 AND 70550 RESPONDENTS

TASKS	PERCENT MEMBERS PERFORMING (N=221)
TYPE GENERAL OFFICE CORRESPONDENCE, MESSAGES, OR REPORTS	78
TYPE LEGAL CORRESPONDENCE, MESSAGES, OR REPORTS	76
OPERATE REPRODUCTION MACHINES	67
POST CHANGES TO PUBLICATIONS	65
SORT INCOMING MAIL	64
PREPARE REQUISITIONS FOR DUPLICATING SERVICES	63
ARRANGE LEGAL OFFICE APPOINTMENTS OTHER THAN PREVENTIVE LAW APPOINTMENTS	62
DRAFT LEGAL CORRESPONDENCE, MESSAGES, OR REPORTS	61
WITNESS LEGAL DOCUMENTS	58
ESTABLISH ADMINISTRATIVE FILES	55
ESTABLISH REQUIREMENTS FOR BLANK FORMS OR PUBLICATIONS	54
DRAFT GENERAL OFFICE CORRESPONDENCE, MESSAGES, OR REPORTS	53

TABLE 12

## MOST COMMON TASKS PERFORMED BY DAFSC 70570 RESPONDENTS

TASKS	PERCENT MEMBERS PERFORMING (N=195)
OPERATE REPRODUCTION MACHINES	77
DRAFT LEGAL CORRESPONDENCE, MESSAGES, OR REPORTS	75
TYPE GENERAL OFFICE CORRESPONDENCE, MESSAGES, OR REPORTS	74
DRAFT GENERAL OFFICE CORRESPONDENCE, MESSAGES, OR REPORTS	72
TYPE LEGAL CORRESPONDENCE, MESSAGES, OR REPORTS	71
ESTABLISH ADMINISTRATIVE FILES	71
SORT INCOMING MAIL	68
PREPARE REQUISITIONS FOR DUPLICATING SERVICES	68
ESTABLISH WORK PRIORITIES	65
POST CHANGES TO PUBLICATIONS	59
WITNESS LEGAL DOCUMENTS	57
UPDATE DOCUMENTATION FILES	57
INTERPRET DIRECTIVES	44
SUPERVISE LEGAL SERVICES SPECIALISTS (AFSC 70550)	30
SUPERVISE CIVILIAN PERSONNEL	26
ESTABLISH PERFORMANCE STANDARDS	26

TABLE 13

TASKS BEST DISTINGUISHING DAFSC 70550 AND DAFSC 70570 PERSONNEL  
(PERCENT MEMBERS PERFORMING)

<u>TASKS</u>	<u>DAFSC 70550 (N=221)</u>	<u>DAFSC 70570 (N=195)</u>	<u>DIFFERENCE</u>
REFER CLIENTS TO SUPPORTIVE AGENCIES	26	10	+16
ESTABLISH ELIGIBILITY OF CLIENTS FOR LEGAL SERVICES	23	10	+13
GATHER INVESTIGATIVE DATA OR DOCUMENTS	20	8	+12
PREPARE CLAIM LABELS	47	35	+12
ARRANGE PREVENTIVE LAW APPOINTMENTS	17	5	+12
MAINTAIN DEFENSE COUNSEL INDIVIDUAL CASE DOCKETS	18	7	+11
ANALYZE AUTOMATED MILITARY JUSTICE ANALYSIS AND MANAGEMENT SYSTEM (AMJAMS) REPORTS	14	47	-33
ORIENT NEWLY ASSIGNED PERSONNEL	19	51	-32
PLAN WORK ASSIGNMENTS	16	47	-31
ESTABLISH WORK PRIORITIES	39	65	-26
PREPARE AIRMAN PERFORMANCE REPORTS (APRs)	5	30	-25
INTERPRET DIRECTIVES	19	43	-24
ANALYZE SELF-INSPECTION REPORTS	13	37	-24

TABLE 14

MOST COMMON TASKS PERFORMED BY DAFSC 70590 RESPONDENTS

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING (N=72)</u>
ESTABLISH WORK PRIORITIES	90
DRAFT GENERAL OFFICE CORRESPONDENCE, MESSAGES, OR REPORTS	88
ORIENT NEWLY ASSIGNED PERSONNEL	88
PLAN USE OF OFFICE EQUIPMENT	86
DRAFT BUDGETS OR FINANCIAL ESTIMATES	86
PLAN WORK ASSIGNMENTS	85
ASSIGN PERSONNEL TO DUTY POSITIONS	83
DRAFT LEGAL CORRESPONDENCE, MESSAGES, OR REPORTS	82
COUNSEL SUBORDINATES ON PERSONAL PROBLEMS	82
SUPERVISE LEGAL SERVICES TECHNICIANS (AFSC 70570)	81
CONDUCT SELF-INSPECTIONS	81
PREPARE AIRMAN PERFORMANCE REPORTS (APRs)	81
ADVISE CLIENTS ON PREPARATION OF INCOME TAX RETURNS	47
RESEARCH EVIDENCE FOR MILITARY JUSTICE ACTIONS	38
PREPARE CHARGE SHEETS	33



TABLE 15

**TASKS BEST DISTINGUISHING DAFSC 70570 AND DAFSC 70590 PERSONNEL  
(PERCENT MEMBERS PERFORMING)**

<u>TASKS</u>	<u>DAFSC 70570 (N=195)</u>	<u>DAFSC 70590 (N=72)</u>	<u>DIFFERENCE</u>
TYPE LEGAL CORRESPONDENCE, MESSAGES, OR REPORTS	71	43	+28
TYPE GENERAL OFFICE CORRESPONDENCE, MESSAGES, OR REPORTS	74	47	+27
PREPARE CLAIMS RECORD FORMS (AF FORM 176)	37	11	+26
PREPARE CLAIM LABELS	36	10	+26
RECORD STATEMENTS OF CLAIMANTS	33	8	+25
ASSEMBLE INVESTIGATIVE FILES ON POTENTIAL CLAIMS	32	8	+24
PREPARE REQUESTS FOR CLAIMS FUNDS	30	7	+23
ASSIGN PERSONNEL TO DUTY POSITIONS	23	83	-60
SUPERVISE LEGAL SERVICES TECHNICIANS (AFSC 70570)	16	70	-54
EVALUATE POTENTIAL SELECTEES FOR LEGAL CAREER FIELD	22	75	-53
SUPERVISE CIVILIAN PERSONNEL	26	79	-53
DRAFT BUDGETS OR FINANCIAL ESTIMATES	35	86	-51
PREPARE AIRMAN PERFORMANCE REPORTS (APRs)	30	81	-51
SUPERVISE LEGAL SERVICE SPECIALISTS (AFSC 70550)	30	80	-50

TABLE 16

**MOST COMMON TASKS PERFORMED BY CEM CODE 70500 RESPONDENTS**

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING (N=20)</u>
COUNSEL SUBORDINATES ON PERSONAL PROBLEMS	100
DRAFT GENERAL OFFICE CORRESPONDENCE, MESSAGES, OR REPORTS	95
ESTABLISH WORK PRIORITIES	95
DRAFT BUDGETS OR FINANCIAL ESTIMATES	90
ORIENT NEWLY ASSIGNED PERSONNEL	90
ASSIGN PERSONNEL TO DUTY POSITIONS	90
SCHEDULE LEAVES OR PASSES	90
PREPARE AIRMAN PERFORMANCE REPORTS (APRs)	90
SUPERVISE LEGAL SERVICES TECHNICIANS (AFSC 70570)	85
CONDUCT SELF-INSPECTIONS	85
EVALUATE TIMELINESS AND ACCURACY OF LEGAL OFFICE FUNCTIONS	80
SUPERVISE LEGAL SERVICES SPECIALISTS (AFSC 70550)	80

TABLE 17

TASKS BEST DISTINGUISHING DAFSC 70590 AND CEM CODE 70500 PERSONNEL  
(PERCENT MEMBERS PERFORMING)

<u>TASKS</u>	<u>DAFSC 70590 (N=72)</u>	<u>CEM CODE 70500 (N=20)</u>	<u>DIFFERENCE</u>
SCHEDULE MAINTENANCE OF EQUIPMENT	58	20	+38
WITNESS LEGAL DOCUMENTS	78	40	+38
POST CHANGES TO PUBLICATIONS	44	10	+34
DRAFT CHARGES AND SPECIFICATIONS FOR COURTS-MARTIAL ACTIONS	36	5	+31
UPDATE DOCUMENTATION FILES	56	25	+31
PREPARE SHELF LIST CARDS FOR LEGAL LIBRARIES	44	15	+29
DRAFT CHARGES AND SPECIFICATIONS FOR ARTICLE 15 ACTIONS	44	15	+29
CONDUCT STAFF ASSISTANCE VISITS	22	65	-43
SUPERVISE LEGAL SERVICE SUPERINTENDENTS (AFSC 70590)	7	35	-28
ESTABLISH PERFORMANCE STANDARDS	53	80	-27
INSPECT LEGAL SERVICE OPERATIONS	49	75	-26
SCHEDULE AUDITS OR INSPECTIONS	24	45	-21
SCHEDULE CONFERENCES OTHER THAN PREVENTIVE LAW CONFERENCES	19	40	-21
EVALUATE OPERATING PROCEDURES FOR LEGAL ACTIVITIES	46	65	-19

# COMPARISON OF SURVEY DATA TO AFR 39-1 SPECIALTY DESCRIPTIONS

Survey data for the 705X0 career ladder were compared to the AFR 39-1 Specialty Descriptions, dated 31 October 1977 (for DAFSCs 70510, 70530, 70550, and 70570) and 31 October 1978 (for DAFSC 70590). These descriptions are intended to give a broad overview of the duties and tasks required to be performed by the various skill level personnel.

Overall, the 3-, 5-, 7-, and 9-skill level descriptions were found to provide a clear, concise overview of the major duties and tasks performed by these incumbents. However, although preparing and processing claims are found in the Specialty Descriptions no specific mention of preparing Claims Administrative Management Programs (CAMP) inputs were found. Tasks involving the preparation of CAMP data performed by 3-, 5-, 7- and 9-skill level incumbents are listed below and should be reviewed for possible inclusion in the next AFR 39-1 Specialty Description revision.

TASKS	PERCENT MEMBERS PERFORMING			
	DAFSC 70530/50 (N=221)	DAFSC 70570 (N=195)	DAFSC 70590 (N=72)	CEM CODE 70500 (N=20)
REVIEW CAMP DATA LISTINGS FOR ACCURACY	23	34	22	20
DISTRIBUTE CAMP DATA LISTINGS AND STATISTICAL SUMMARIES	23	24	14	5

## ANALYSIS OF EXPERIENCE (TIME IN CAREER FIELD) GROUPS

In addition to the skill level analysis, survey respondents are usually analyzed on the basis of months of Total Active Federal Military Service (TAFMS). However, since the Legal Services career ladder is a lateral ladder, a more accurate picture of what jobs incumbents perform based on experience can be gained by examining incumbents on the basis of the amount of Time in the Career Field (TICF). As expected, no major deviations from the usual pattern of increasing time spent on supervisory tasks with increasing months TICF were noted (see Table 18). Airmen with less time reported spending a greater percentage of their time on general administration or claims, while more senior incumbents spent more time on the organizing, implementing, or evaluating duties.

Table 18 reveals several other interesting patterns pertaining to the Legal Services career ladder. First, time spent on military justice administration increases up to the third job (97-144 months TICF), and then subsequently takes a sharp drop in the percentage of time incumbents spend performing this duty. A possible explanation for this phenomena is after the third job, incumbents in this career field take on more of a supervisory role, and spend less time performing technical tasks.

Another interesting pattern occurring in this career ladder is the relative percent time spent on the claims duty by the various TICF groups. The relative time spent on the claims duty decreases until the fourth job (145-192 months TICF), where the duty then has an increase in the percentage of time spent processing claims. A possible explanation for this phenomena is the fact that claims processing is a very difficult job, and senior incumbents are needed to advise junior incumbents on various aspects of claims processing. However, it appears those incumbents with greater than 192 months TICF take on a supervisory role and are not as involved with claims processing.

Job satisfaction indices for personnel in their first job (1-48 months TICF), second job (49-96 months TICF) and career (97+ months) were also examined. Job interest, perceived utilization of talents and training and reenlistment intentions are presented in Table 19, along with the comparative sample for the same personnel from all lateral career fields surveyed in 1978. (These sample career ladders included ones in the 661XX and 732XX career fields.) When compared with the other lateral career fields sampled, job interest, and perceived utilization of talents and training seems greater for first job and career 705X0 personnel. However, second job personnel have a lower job interest and perceived utilization of talents and training than the comparative sample. Generally, reenlistment intentions are also somewhat lower; however, a greater percentage of career (97+ months) 705X0 personnel plan to reenlist than the comparative sample.

### First Job Personnel

First job personnel were also examined on the basis of both common tasks performed and job satisfaction data. Table 20 lists those tasks performed by the greatest percentages of 705X0 first job (1-48 months TICF) incumbents. Generally, these most common tasks involve some aspect of general administration, such as typing general office correspondence, sorting incoming mail, posting changes to publications, or witnessing legal documents. It is interesting to note the most common tasks for incumbents with less than 48 months in the career field are practically the same for those incumbents with up to 144 months TICF.

Job satisfaction data was also analyzed for the 705X0 incumbents with 1-48 months TICF. When compared with the other lateral career fields sampled, a slightly greater percentage of 705X0 incumbents perceive their job as utilizing their talents (89 percent versus 84 percent). However, the largest difference occurs with the reenlistment intentions of both groups, with a somewhat lower percentage of 705X0 incumbents planning to reenlist than the comparative lateral career field incumbents (60 percent versus 68 percent). The marketability of a legal services background could partially explain the lower than expected reenlistment intentions.

TABLE 18

## PERCENTAGE OF TIME SPENT ON DUTIES BY 705X0 T1CF GROUPS

DUTIES	MONTHS IN CAREER FIELD					
	1-48 (N=220)	49-96 (N=143)	97-144 (N=64)	145-192 (N=45)	193-240 (N=20)	241+ (N=18)
ORGANIZING AND PLANNING	5	6	9	13	14	18
DIRECTING AND IMPLEMENTING	6	8	12	16	21	24
EVALUATING AND INSPECTING	5	5	8	11	13	19
TRAINING	2	2	4	5	8	6
PERFORMING GENERAL ADMINISTRATION OR MISCELLANEOUS FUNCTIONS	23	25	20	16	18	14
PERFORMING MILITARY JUSTICE ADMINISTRATION FUNCTIONS	22	25	25	14	15	10
PERFORMING COURT REPORTING FUNCTIONS	2	1	*	*	*	*
PERFORMING AIR FORCE CLAIMS FUNCTIONS	25	19	13	19	5	3
PERFORMING CIVIL LAW, LEGAL RESEARCH, AND LEGAL ASSISTANCE FUNCTIONS	7	6	6	5	6	6
PERFORMING AREA DEFENSE COUNSEL FUNCTIONS	3	3	2	*	*	*

\* DENOTES LESS THAN ONE PERCENT

TABLE 19

JOB SATISFACTION INDICES FOR PERSONNEL WITH  
1-48, 49-96, AND 97+ MONTHS IN THE CAREER FIELD  
(PERCENT MEMBERS RESPONDING)

	FIRST JOB 705X0 (N=220)	1979 COMPARATIVE SAMPLE (N=365)	SECOND JOB 705X0 (N=143)	1979 COMPARATIVE SAMPLE (N=180)	CAREER 705X0 (N=147)	1979 COMPARATIVE SAMPLE (N=58)
<u>HOW DO YOU FIND YOUR JOB:</u>						
NO RESPONSE	1	1	0	0	0	0
DULL	7	8	9	6	5	10
SO-SO	6	14	12	11	8	7
INTERESTING	86	77	79	83	87	83
<u>HOW DOES YOUR JOB UTILIZE YOUR TALENTS:</u>						
NO RESPONSE	0	0	0	1	0	0
NOT AT ALL TO VERY LITTLE	11	16	19	9	10	14
FAIRLY WELL TO PERFECTLY	89	84	81	90	90	86
<u>HOW DOES YOUR JOB UTILIZE YOUR TRAINING:</u>						
NO RESPONSE	1	0	0	1	0	2
NOT AT ALL TO VERY LITTLE	12	24	19	13	10	16
FAIRLY WELL TO PERFECTLY	87	76	81	86	90	82
<u>DO YOU PLAN TO REENLIST:</u>						
NO RESPONSE	0	1	0	0	0	2
NO OR PROBABLY NO	40	31	31	29	37	41
YES OR PROBABLY YES	60	68	69	71	63	57

\* INCLUDES AFSCs 661XX AND 732XX

TABLE 20

COMMON TASKS PERFORMED BY PERSONNEL WITH LESS THAN 48 MONTHS IN  
THE LEGAL SERVICES CAREER FIELD

TASKS	PERCENT MEMBERS PERFORMING (N=220)
TYPE GENERAL OFFICE CORRESPONDENCE, MESSAGES, OR REPORTS	73
OPERATE REPRODUCTION MACHINES	68
TYPE LEGAL CORRESPONDENCE, MESSAGES, OR REPORTS	68
SORT INCOMING MAIL	65
POST CHANGES TO PUBLICATIONS	64
DRAFT LEGAL CORRESPONDENCE, MESSAGES, OR REPORTS	64
ARRANGE LEGAL OFFICE APPOINTMENTS OTHER THAN PREVENTIVE LAW APPOINTMENTS	62
PREPARE REQUISITIONS FOR DUPLICATING SERVICES	60
WITNESS LEGAL DOCUMENTS	
DRAFT GENERAL OFFICE CORRESPONDENCE, MESSAGES, OR REPORTS	57
ESTABLISH ADMINISTRATIVE FILES	53
TYPE POWER OF ATTORNEY STATEMENTS	50
ESTABLISH REQUIREMENTS FOR BLANK FORMS OR PUBLICATIONS	50
PREPARE CLAIMS RECORD FORMS (AF FORM 176)	47
PREPARE CLAIM LABELS	47
PREPARE VOUCHERS FOR PAYMENT OF CLAIMS	46
DISPOSE OF OBSOLETE PUBLICATIONS	46
ESTABLISH WORK PRIORITIES	46
ADJUDICATE AND RECOMMEND SETTLEMENT OF PERSONNEL AND RECOVERY CLAIMS UNDER CLAIMS MANUAL (AFM 112-1, CHAPTER 6)	45
REVIEW SUSPENSE DATES FOR COMPLIANCE	44
PREPARE DOCUMENTS FOR NOTARIZING	43
ORDER EQUIPMENT OR SUPPLIES	43
PREPARE WORK AREAS, SUCH AS COURTROOMS OR BOARDROOMS FOR PROCEEDINGS	41
PREPARE CORRESPONDENCE ON ARTICLE 15 APPEALS	41



## ANALYSIS OF TASK DIFFICULTY

The relative difficulty of each task in the task inventory was assessed through ratings by 53 experienced 7- and 9-skill level Legal Services NCOs. These ratings were processed to produce an ordered listing of all tasks in terms of their relative difficulty and were standardized to have an average difficulty of 5.0 and a standard deviation of 1.0. (For a more complete description of these ratings, see the section on Task Factor Administration in the INTRODUCTION.)

Table 21 lists those tasks rated the most difficult by 705X0 personnel. These more difficult tasks typically involve training, settling claims, or recording court proceedings using shorthand or stenotype. It is interesting to note that few of these tasks were performed by more than 20 percent of the DAFSC 705X0 personnel. Also, although recording proceedings using stenotype or shorthand were consistently rated the most difficult, less than one percent of the DAFSC 705X0 incumbents reported performing these tasks. A final note about the more difficult tasks is the recording of proceedings using stenomask. Similar to the previous study, the use of stenomask seems to be a very difficult task (6.70 rating in difficulty), but is performed by only 15 percent of the total career ladder population.

Table 22 lists those tasks that were rated average in difficulty by 705X0 personnel. These tasks seem to primarily involve supervision or administrative functions, such as establishing work priorities, preparing briefings, and establishing administrative contract files. Generally, these tasks are performed by a larger percentage of the 705X0 sample than the more difficult tasks.

Table 23 lists those tasks rated the least difficult by 705X0 personnel. These tasks primarily involved some aspect of general administration, such as operating reproduction machines, witnessing legal documents, and sorting incoming mail. Generally, these tasks were performed by thirty percent or more of the 705X0 sample.

### Job Difficulty Index (JDI)

Task difficulty ratings and other data can be used to generate a Job Difficulty Index (JDI) which estimates the relative difficulty of the jobs within a specialty. This index can be used to differentiate among the jobs as well as to examine the progression of jobs from simpler entry level work to advance technical and managerial positions.

The JDI for each of the major Legal Services jobs (identified earlier in the Career Ladder Structure section) are displayed in Table 24. An average JDI would be about 13.0. In terms of the relative difficulty of the jobs, Legal Supervisors had the most difficult job (16.5) and Administrative Personnel had the lowest (3.2).

Legal Supervisors perform an average of 80 tasks and many of their tasks are the more difficult technical tasks (review records of trial ..., etc.) as well as managerial and supervisory tasks. Thus the job of the Legal Supervisor does appear to be the most responsible and difficult job requiring the most experienced Legal Services personnel.

NCOICs, Military Justice has a JDI of 15.2, which ranks them second in terms of relative job difficulty. Members of this group perform an average of 85 tasks; many of the military justice-related tasks performed were rated as very difficult tasks. In addition, members of this group perform supervisory functions which are also relatively difficult. The NCOICs, Military Justice groups also had a high job interest average, which suggests that these very experienced individuals find their job challenging and lead them to feel that their talents and training are being well utilized by the Air Force.

At the other end of the job difficulty spectrum, the lowest JDIs were associated with relatively small groups working as Claim Advisors or Administrative Personnel. The Claim Advisors group had a 4.9 JDI; members of the group apparently specialize very strictly in that they perform an average of 13 tasks (which is the lowest average number of tasks of any group). This suggests a very routine and unchallenging job and, as might be expected, the group had low job interest and did not feel their talents were being utilized.

The small group of Administrative Personnel had the lowest JDI as 3.2. They perform an average of 24 tasks but these appear to be very routine types of activities (sort mail, post changes to publications, etc.). Thus, their job is one of very limited scope and responsibility. Not surprisingly, this group had the lowest job interest and do not feel that they are well utilized by the Air Force.

Overall, Legal Services has a realistic progression of jobs which appear to vary by experience level and an increasing level of responsibility as the individual progresses in grade and time in the career field. However, the very low job difficulty and job interest of some groups (Claims Advisors, Administrative Personnel) suggests that some of the relative junior jobs are extremely routine and uninteresting. For these groups, morale and job satisfaction is a problem which needs to be reviewed by Legal Services managers. It might be possible to reorganize the work of such individuals and diversify the types of work they are asked to perform.

TABLE 21

## TASKS RATED ABOVE AVERAGE IN DIFFICULTY BY DAFSC 705X0 PERSONNEL

TASKS	TASK DIFFICULTY	PERCENT MEMBERS PERFORMING (N=510)
RECORD PROCEEDINGS USING SHORTHAND	8.30	*
RECORD PROCEEDINGS USING STENOTYPE	8.17	*
WRITE CDC MATERIALS	7.53	1
TRANSCRIBE VERBATIM RECORDS OF TRIALS	7.12	8
ADJUDICATE AND RECOMMEND SETTLEMENT OF HOSPITAL RECOVERY CLAIMS UNDER CLAIMS MANUAL (AFM 112-1, CHAPTER 15)	6.85	19
ADJUDICATE AND RECOMMEND SETTLEMENT OF CLAIMS UNDER THE FEDERAL TORT CLAIMS ACT, CLAIMS MANUAL (CHAPTER 12)	6.84	22
ADJUDICATE AND RECOMMEND SETTLEMENT OF INTERNATIONAL AGREEMENT CLAIMS UNDER CLAIMS MANUAL (CHAPTER 9)	6.78	6
ADJUDICATE AND RECOMMEND SETTLEMENT OF CLAIMS UNDER THE FOREIGN CLAIMS ACT, CLAIMS MANUAL (AFM 112-1, CHAPTER 8)	6.71	8
REVIEW RECORDS OF TRIAL BY COURTS-MARTIAL FOR ADMINISTRATIVE ACCURACY AND LEGAL SUFFICIENCY	6.70	21
RECORD PROCEEDINGS USING STENOMASK	6.70	15
PREPARE SPECIALTY TRAINING STANDARD (STS)	6.59	2
PLAN RESIDENT TRAINING COURSES	6.56	5

\* DENOTES LESS THAN ONE PERCENT

TABLE 22

## TASKS RATED AVERAGE IN DIFFICULTY BY DAFSC 705X0 PERSONNEL

TASKS	TASK DIFFICULTY	PERCENT MEMBERS PERFORMING (N=510)
PREPARE WITHDRAWALS OF PETITIONS FOR REVIEWS	5.05	1
ESTABLISH WORK PRIORITIES	5.04	58
ESTABLISH ADMINISTRATIVE CONTRACT FILES	5.03	6
SUPERVISE LEGAL SERVICE SPECIALISTS (AFSC 70550)	5.02	29
PLAN CHARTS OR GRAPHS OTHER THAN STATISTICAL CHARTS OR GRAPHS	5.01	19
ESTABLISH ADMINISTRATIVE DISCHARGE FILES	5.00	11
PREPARE RECORDS OF TRIAL BY SUMMARY COURTS-MARTIAL	5.00	9
PREPARE BRIEFINGS	4.99	33
PREPARE HEADQUARTERS ANALYSIS OF ARTICLE 15 AMJAMS INPUTS	4.98	6
SUPERVISE LEGAL SERVICES TECHNICIANS (AFSC 70570)	4.95	19
PREPARE RECOMMENDATIONS FOR CORRECTING INSPECTION DEFICIENCIES	4.95	22

TABLE 23

## TASKS RATED BELOW AVERAGE IN DIFFICULTY BY DAFSC 705X0 PERSONNEL

TASKS	TASK DIFFICULTY	PERCENT MEMBERS PERFORMING (N=510)
ACT AS BAILIFF DURING COURTS-MARTIAL	2.48	11
OPERATE REPRODUCTION MACHINES	2.55	69
PREPARE CLAIMS LABELS	2.67	36
PREPARE REQUISITIONS FOR DUPLICATING SERVICES	2.67	62
WITNESS LEGAL DOCUMENTS	2.71	59
PREPARE WORK AREAS, SUCH AS COURTROOMS OR BOARDROOMS, FOR PROCEEDINGS	2.93	40
DISPOSE OF OBSOLETE PUBLICATIONS	2.93	45
DELIVER ACTION OFFICE COMMUNICATIONS	2.99	37
PREPARE REQUISITIONS FOR LEGAL PUBLICATIONS	3.04	34
SORT INCOMING MAIL	3.15	66
ARRANGE PREVENTIVE LAW APPOINTMENTS	3.18	10
DELIVER RECORDS OF TRIALS TO ACCUSED	3.19	28
POST CHANGES TO PUBLICATIONS	3.30	58

TABLE 24

## JOB DIFFICULTY INDICES FOR CAREER LADDER GROUPS

CLUSTER AND INDEPENDENT JOB TYPES	ATDPUTS*	NUMBER OF TASKS PERFORMED	JOB DIFFICULTY INDEX
LEGAL SUPERVISORS (GRP016)	4.8	80	16.5
NCOICs, MILITARY JUSTICE (GRP020)	4.5	85	15.2
CLAIMS PERSONNEL (GRP037)	4.7	50	12.8
MILITARY JUSTICE AND CLAIMS PERSONNEL (GRP034)	4.3	45	9.8
AREA DEFENSE PERSONNEL (GRP067)	4.1	54	9.7
ADMINISTRATIVE SUPERVISORS (GRP061)	4.2	37	7.8
LEGAL CLERKS (GRP023)	4.0	26	5.2
CLAIMS ADVISORS (GRP114)	4.3	13	4.9
ADMINISTRATIVE PERSONNEL (GRP052)	3.7	24	3.2

\* ATDPUTS = AVERAGE TASK DIFFICULTY PER UNIT TIME SPENT

## ANALYSIS OF TRAINING EMPHASIS

The relative training emphasis of each task in the inventory was assessed through ratings of 50 experienced 7- and 9-skill level Legal Services NCOs. These ratings were processed to produce an ordered listing of all tasks in terms of their recommended emphasis in training of first enlistment personnel. These ratings had an average of 3.2 and a standard deviation of 1.9. Training emphasis becomes important when evaluating specialty training documents, such as the Specialty Training Standard (STS) and the specialty Plan of Instruction (POI). (For a complete description of these ratings, see the section on Task Factor Administration in the INTRODUCTION.)

Table 25 lists those tasks rated highest in training emphasis by 705X0 personnel. These tasks seem to primarily involve military justice functions, such as preparing AMJAMS inputs for courts-martial actions, drafting charges and specifications for courts-martial actions, and preparing charge sheets. It was interesting to note that none of the 55 tasks rated the highest in training emphasis were performed by a majority of the 705X0 first job personnel. However, the two claims tasks (which were rated the highest in training emphasis) were performed by a larger percentage of 705X0 first job personnel than the military justice tasks.

Table 26 lists those tasks that were rated average in training emphasis by 705X0 personnel. These tasks seem to fall under claims or military justice functions. Some tasks rated average in training emphasis were recommending settlement of Air National Guard claims, preparing proceedings to vacate suspended sentences, and preparing reports of advice of staff judge advocates to GCM authorities. Also, it must be noted that these tasks were performed by a lower percentage of 705X0 first enlistment personnel than the tasks rated the highest in training emphasis.

Finally, Table 27 lists those tasks rated low in training emphasis. These tasks were generally performed by less than ten percent of the 705X0 first enlistment personnel, and seemed to involve some aspect of Legal Services supervision. Some of these tasks include: establishing organizational standards, administering tests, and planning space requirements. Generally, those tasks involving training were consistently rated low in training emphasis by 705X0 personnel.

TABLE 25

TASKS RATED ABOVE AVERAGE IN TRAINING EMPHASIS AND PERFORMED BY DAFSC  
705XO PERSONNEL WITH 1-48 MONTHS T1CF

TASKS	TRAINING EMPHASIS	PERCENT OF 1-48 MONTHS T1CF MEMBERS PERFORMING (N=220)
ADJUDICATE AND RECOMMEND SETTLEMENT OF PERSONNEL AND RECOVERY CLAIMS UNDER CLAIMS MANUAL (AFM 112-1, CHAPTER 6)	7.80	46
INTERVIEW AND ADVISE CLAIMANTS ON FILING PERSONNEL AND RECOVERY CLAIMS	7.10	39
PREPARE AMJAMS INPUTS FOR COURTS-MARTIAL ACTIONS	7.08	30
DRAFT CHARGES AND SPECIFICATIONS FOR ARTICLE 15 ACTIONS	7.06	37
PREPARE ACTIONS OF CONVENING AUTHORITIES FOR SPECIAL COURTS-MARTIAL	6.98	27
PREPARE COURTS-MARTIAL PROMULGATING ORDERS	6.96	20
DRAFT CHARGES AND SPECIFICATIONS FOR COURTS-MARTIAL ACTIONS	6.94	27
PREPARE ARTICLE 15 AMJAMS INPUTS	6.78	37
PREPARE CHRONOLOGY SHEETS	6.76	24
PREPARE CHARGE SHEETS	6.70	32
PREPARE COURTS-MARTIAL RECORDS OF TRIALS FOR DISTRIBUTION TO REVIEWING AUTHORITIES	6.66	22
PREPARE AMENDMENTS TO COURTS-MARTIAL CONVENING ORDERS	6.64	26

TABLE 26

TASKS RATED AVERAGE IN TRAINING EMPHASIS AND PERFORMED BY DAFSC 705X0  
PERSONNEL WITH 1-48 MONTHS T1CF

TASKS	TRAINING EMPHASIS	PERCENT OF 1-48 MONTHS T1CF MEMBERS PERFORMING (N=220)
ADJUDICATE AND RECOMMEND SETTLEMENT OF CLAIMS UNDER THE FOREIGN CLAIMS ACT, CLAIMS MANUAL (AFM 112-1, CHAPTER 8)	3.34	9
PREPARE REQUEST FOR APPROVAL FROM GCM CONVENING AUTHORITIES FOR PRE-TRIAL CONFINEMENTS OVER 30 DAYS	3.32	6
TYPE LEGAL REVIEWS OF ACTIONS, SUCH AS ADMINISTRATIVE DISCHARGES OR DEMOTIONS	3.32	13
INVESTIGATE CLAIMS NOT INCLUDED IN CHAPTERS 6, 7, 8, 12, 13, 15, AND 16 OF CLAIMS MANUAL, AFM 112-1	3.28	11
PREPARE REPORTS OF ADVICE OF STAFF JUDGE ADVOCATES TO GCM AUTHORITIES	3.26	5
PREPARE PROCEEDINGS TO VACATE SUSPENDED SENTENCES	3.22	10
INVESTIGATE CLAIMS UNDER THE FOREIGN CLAIMS ACT	3.20	7
INTERVIEW WITNESSES OR CLIENTS FOR PREVENTIVE LAW PURPOSES	3.20	7
MAINTAIN DEFENSE COUNSEL INDIVIDUAL CASE DOCKETS	3.18	15
ADJUDICATE AND RECOMMEND SETTLEMENT OF AIR NATIONAL GUARD CLAIMS UNDER CLAIMS MANUAL (AFM 112-1, CHAPTER 14)	3.16	10
SERVE SUBPOENAS ON WITNESSES	3.14	8
ESTABLISH READING FILES	3.10	27

TABLE 27

TASKS RATED LOW IN TRAINING EMPHASIS AND PERFORMED BY DAFSC 705X0  
PERSONNEL WITH 1-48 MONTHS T1CF

TASKS	TRAINING EMPHASIS	PERCENT OF 1-48 MONTHS T1CF MEMBERS PERFORMING (N=220)
SCHEDULE AUDITS OR INSPECTIONS	.44	2
ESTABLISH ORGANIZATIONAL STANDARDS	.48	7
NOTARIZE DOCUMENTS	.58	4
ADMINISTER TESTS	.58	4
EVALUATE AIR FORCE SUGGESTIONS	.58	6
PREPARE STUDENT TRAINING MATERIALS, SUCH AS STUDY GUIDES, WORKBOOKS, OR HANDOUTS	.60	3
PREPARE MANPOWER JUSTIFICATIONS	.68	10
PLAN SPACE REQUIREMENTS	.68	12
ASSEMBLE CIVILIAN TERMINATIONS	.70	*
ASSIGN PERSONNEL TO DUTY POSITIONS	.70	13
CONDUCT TRAINING OTHER THAN OJT, FORMAL, OR RESIDENT TRAINING	.74	13
WRITE RECOMMENDED CHANGES TO PUBLICATIONS	.76	7

\* DENOTES LESS THAN ONE PERCENT



## ANALYSIS OF CONUS VERSUS OVERSEAS GROUPS

A comparison was made of the tasks performed and the background data for DAFSC 70550 respondents assigned within the CONUS versus those at overseas locations. Generally, the tasks performed and the time spent on those tasks by both groups were the same, and involved performing claims, general administration, and military justice functions. However, a larger percentage of CONUS respondents reported spending time on certain claims tasks, such as investigating tort claims and hospital recovery claims, while a larger percentage of overseas incumbents reported preparing clemency or briefing related tasks, such as preparing requests for clemency evaluations and preparing statistical charts. CONUS respondents reported performing an average of 48 tasks and had a Job Difficulty Index (JDI) of 10.5, while overseas personnel performed an average of 54 tasks and had a JDI of 11.3. Table 28 lists those tasks which best differentiate between CONUS and overseas DAFSC 70550 respondents.

A comparison of background data indicated that CONUS respondents averaged more time in the service (89 months versus 82 months for overseas respondents) but had the same average paygrade (4.5). Also, a larger percentage of CONUS respondents find their job interesting (85 percent versus 69 percent for overseas personnel) and plan to reenlist (66 percent versus 56 percent for overseas incumbents).

TABLE 28

TASKS BEST DISTINGUISHING DAFSC 70550 CONUS AND OVERSEAS PERSONNEL  
(PERCENT MEMBERS PERFORMING)

TASKS	CONUS PERSONNEL (N=155)	OVERSEAS PERSONNEL (N=54)	DIFFERENCE
INVESTIGATE TORT CLAIMS IN FAVOR OF THE U.S.	22	7	+15
INTERVIEW AND ADVISE CLAIMANTS ON FILING CLAIMS UNDER THE FEDERAL TORT CLAIMS ACT	27	13	+14
ADJUDICATE AND RECOMMEND SETTLEMENT OF TORT CLAIMS IN FAVOR OF U.S. UNDER CLAIMS MANUAL (AFM 112-1, CHAPTER 13)	25	11	+14
ESTABLISH ADMINISTRATIVE FILES	58	44	+14
ADJUDICATE AND RECOMMEND SETTLEMENT OF HOSPITAL RECOVERY CLAIMS UNDER CLAIMS MANUAL (AFM 112-1, CHAPTER 15)	25	13	+12
TYPE SUBPEONAS FOR WITNESSES	15	4	+11
OPERATE WORD PROCESSING EQUIPMENT	23	13	+10
PREPARE STATISTICAL CHARTS OR GRAPHS	21	40	-19
PREPARE REQUESTS FOR CLEMENCY EVALUATIONS	13	31	-18
PREPARE CLEMENCY EVALUATIONS	12	30	-18
PREPARE DOCUMENTS FOR NOTARIZING	39	55	-16
DRAFT LEGAL CORRESPONDENCE, MESSAGES, OR REPORTS	57	72	-15
TYPE POWER OF ATTORNEY STATEMENTS	46	61	-15
PREPARE BRIEFINGS	19	34	-15

## ANALYSIS OF MAJOR COMMAND DIFFERENCES

Six MAJCOM users (SAC, TAC, MAC, ATC, USAFE, and PACAF) were compared on the basis of the type of tasks performed and the percentage of time spent on duties. Generally, the jobs performed by 705X0 personnel differed little among commands, and involved general administration, military justice, and claims functions. An examination of the tasks performed by these six groups of incumbents reveal the same jobs are performed regardless of commands, and no major tasks differences were noted. Table 29 reveals the percentage of time spent on duties by MAJCOM groups. Overall, the duty differences across commands appear to be slight, with the largest difference occurring between SAC and PACAF personnel with regards to the amount of time spent on claims functions. However, the jobs performed by the incumbents in these two MAJCOMs were basically the same.

TABLE 29

### PERCENTAGE OF TIME SPENT ON DUTIES BY MAJOR COMMAND GROUPS

DUTIES	SAC (N=112)	TAC (N=56)	MAC (N=56)	ATC (N=59)	USAFE (N=57)	PACAF (N=36)
ORGANIZING AND PLANNING	6	6	8	7	6	7
DIRECTING AND IMPLEMENTING	9	9	10	9	9	10
EVALUATING AND INSPECTING	7	7	8	7	5	5
TRAINING	2	2	2	6	2	2
PERFORMING GENERAL ADMINISTRATIVE OR MISCELLANEOUS FUNCTIONS	19	22	20	19	18	23
PERFORMING MILITARY JUSTICE ADMINISTRATION FUNCTIONS	23	26	22	23	25	25
PERFORMING COURT REPORTING FUNCTIONS	1	*	1	*	1	2
PERFORMING AIR FORCE CLAIMS FUNCTIONS	27	18	23	20	26	16
PERFORMING CIVIL LAW, LEGAL RESEARCH, AND LEGAL ASSISTANCE FUNCTIONS	6	7	6	7	7	8
PERFORMING AREA DEFENSE COUNSEL FUNCTIONS	*	1	1	*	*	2

\* DENOTES LESS THAN ONE PERCENT

## CLAIMS ANALYSIS

A current issue in the Legal Services career ladder is the possible addition of an advanced claims school for 705X0 career oriented personnel. To aid in the decision of whether or not an advanced claims school is needed, a further analysis of the claims data was performed. This analysis examines the current career ladder structure, AFR 39-1, and the relative difficulty of the claims tasks.

The CAREER LADDER STRUCTURE section of this report identified Claims Personnel as making up 24 percent of the total 705X0 sample, and was the second largest group identified. These incumbents were differentiated on the basis of the large percentage of time spent performing claims tasks, such as preparing claim vouchers for payment, advising claimants, etc.

Claims tasks were examined to determine what percentage of 705X0 personnel perform them and the relative difficulty of each claims task. As seen in Table 30, there are a number of claims tasks rated above average in difficulty and performed by at least ten percent of the career ladder, such as adjudicating and recommending settlement of hospital recovery claims, investigating hospital recovery claims, and investigating claims under the military claims act. Finally, it must be noted that 70 percent of the 41 claim tasks in the job inventory were rated above average in task difficulty. (For further information about task difficulty see the Task Factor Administration section in the INTRODUCTION and the ANALYSIS OF TASK DIFFICULTY.)

In summary, about one quarter of Legal Services personnel spend a majority of their job time performing claims functions. Finally, 70 percent of the claims tasks in the job inventory were rated higher than average in task difficulty. These findings suggest that the claims area is a very distinct function where a substantial number of the tasks performed are difficult tasks.

TABLE 30

REPRESENTATIVE CLAIMS TASKS RATED ABOVE AVERAGE IN DIFFICULTY AND PERFORMED BY  
GREATER THAN TEN PERCENT OF THE 705X0 TOTAL SAMPLE

TASKS	DIFFICULTY	PERCENT 705X0 SAMPLE PERFORMING (N=510)
ADJUDICATE AND RECOMMEND SETTLEMENT OF HOSPITAL RECOVERY CLAIMS UNDER CLAIMS MANUAL (AFM 112-1, CHAPTER 15)	6.85	19
ADJUDICATE AND RECOMMEND SETTLEMENT OF CLAIMS UNDER THE FEDERAL TORT CLAIMS ACT, CLAIMS MANUAL (CHAPTER 12)	6.84	22
INVESTIGATE HOSPITAL RECOVERY CLAIMS	6.48	19
ADJUDICATE AND RECOMMEND SETTLEMENT OF CLAIMS UNDER THE MILITARY CLAIMS ACT, CLAIMS MANUAL (AFM 112-1, CHAPTER 7)	6.42	26
INVESTIGATE CLAIMS UNDER THE FEDERAL TORT CLAIMS ACT	6.31	19
ADJUDICATE AND RECOMMEND SETTLEMENT OF TORT CLAIMS IN FAVOR OF THE U.S. UNDER CLAIMS MANUAL (AFM 112-1, CHAPTER 13)	6.26	20
ADJUDICATE AND RECOMMEND SETTLEMENT OF CLAIMS UNDER CLAIMS MANUAL (AFM 112-1, CHAPTER 18)	6.18	10
INVESTIGATE CLAIMS UNDER THE MILITARY CLAIMS ACT	6.12	23
ADJUDICATE AND RECOMMEND SETTLEMENT OF NONAPPROPRIATED FUNDS CLAIMS UNDER CLAIMS MANUAL (AFM 112-1, CHAPTER 16)	6.12	25
INVESTIGATE CLAIMS NOT INCLUDED IN CHAPTERS 6, 7, 8, 12, 13, 15, AND 16 OF CLAIMS MANUAL, AFM 112-1	6.09	12
ADJUDICATE AND RECOMMEND SETTLEMENT OF ARTICLE 139 UCMJ CLAIMS UNDER CLAIMS MANUAL (AFM 112-1, CHAPTER 5)	6.02	14
INVESTIGATE TORT CLAIMS IN FAVOR OF THE U.S.	5.97	19

## COMPARISON TO PREVIOUS SURVEY

The results of this 705X0 survey were compared to those of Occupational Survey Report, AFPT 90-705-133 dated 15 November 1974. Generally, both studies were similar; however, some changes had occurred in three areas. These differences were: job perceptions of first enlistment (1-48 months TAFMS) incumbents; the addition of the Claim Administration Management Program (CAMP) and Automated Military Justice Analysis and Management System (AMJAMS), and changes in the career ladder structure.

In order for a comparison of the job satisfaction data, the 705X0 incumbents in both studies were examined on basis of Total Active Federal Military Service (TAFMS). This job satisfaction data should be used cautiously, since the 705X0 specialty is a lateral career ladder, and it is more appropriate to examine job satisfaction data based on the Time in the Career Field (TICF). Perceived job interest and reenlistment intentions differed somewhat for first enlistment (1-48 months TAFMS) incumbents of both studies. Perceived job interest has dropped slightly from 86 percent to the current 81 percent of these incumbents finding their job at least fairly interesting. However, reenlistment intentions of first enlistment incumbents has increased from 40 to 49 percent planning to reenlist.

The two studies also differ in that the CAMP and AMJAMS programs were not in the previous survey. These two programs permit all of the claims and military justice data obtained during the year to be summed and analyzed with the aid of a computer. These two systems have resulted in the elimination of a majority of the manpower previously needed to manually compile this summary data. However, the implementation of these two systems has caused some additional paperwork at the base and MAJCOM level.

Finally, the career ladder structure identified in the previous survey differed somewhat from the current structure. Generally, the jobs identified in both surveys were the same, but the current study had fewer clusters with more job types within the cluster, and also had fewer independent job types. The largest differences found were in the identification of Hospital Claims Personnel and Area Defense Personnel in the current survey. The dramatic increase in the number of hospital claims during the past four years would explain why some legal services incumbents would specialize in this area, and consequently form a separate job type. The Area Defense Counsel did not exist at the time of the previous survey, and these incumbents do a somewhat unique job in insuring military justice defendants receive their legal rights. Other than these two functional jobs, the career ladder structure appears to have remained fairly stable.

## IMPLICATIONS

Although the tasks and jobs involved with Air Force Legal Services activities have remained relatively stable in recent years, several issues have emerged during this survey which could have some future impact on the career field. These issues included some changes to the career ladder structure, the evaluation of stenomask, and the possibility of improving some of the more routine jobs.

Some changes have been noted in the career ladder structure during recent years, although the jobs and tasks performed have essentially remained the same. There are several changes in the career ladder which could have some future impact. First, the number of Air Force hospital claims during recent years led to an increase in the number of people who process primarily hospital claims, such as the Hospital Claims Personnel identified in the CAREER LADDER STRUCTURE. The number of people working in this area can be expected to further increase due to the increasing number and complexity of hospital claims.

Second, the Air Force Legal Services Center (AFLSC) was established in 1978 and is responsible for providing Air Force-wide legal services and managing ongoing personnel programs for Legal Services airmen. The AFLSC also manages the Area Defense Counsel; the majority of the personnel assigned to the AFLSC are assigned to Area Defense. The continuing Area Defense Counsel program should insure the stability of the AFLSC in the future.

Finally, discussion with incumbents suggests that the jobs of Legal Services could change somewhat with the anticipated implementation of a computerized program for civil law actions. This program will function along the same lines as the AMJAMS or CAMP programs mentioned previously in this report, except that this program will provide computer aided statistical summaries for Air Force-wide civil law actions. Because of this new program, some additional tasks will be accomplished at the base and MAJCOM level, although the implementation of this program should not have a major impact on the career field.

The subject of recording trials is another issue that could have future impact on the career field. Currently, the Air Force teaches stenomask as the best method for accomplishing trial summaries. However, this report as well as the previous report have noted that very few people actually perform this task. However, incumbents in the field continue to perceive this as a necessary skill. The biggest problem with stenomask is the great amount of time (108 hours at the Technical School) needed to teach this skill. Everyone is taught stenomask primarily on a contingency basis, because it is a skill all Legal Services personnel need to be able to perform in a time of conflict.

For some job groups, such as the groups identified as Claims Advisors and Administrative Personnel, job interest was relatively low. A review of the tasks being performed suggests the jobs are of very limited scope with few tasks being performed. This lack of a challenging job is a problem for managers, since individuals assigned these jobs do not perceive that their

talents and training are being well utilized by the Air Force. Small numbers of people are involved, but local managers may want to reorganize the work to provide these personnel with more diverse and challenging work.

With these few exceptions, there appears to be no major problems or issues involving the 705X0 career field at this time. Overall, morale appears good, career field documents (AFR 39-1, STS) appear realistic, and training is supported by survey data.

## APPENDIX A



### Job Type Descriptions

Listed below are brief descriptions of the job types identified in the Legal Services career ladder structure. Generally, the job types within any cluster are fairly similar, and the job performed varies little from job type to job type. For additional information the tables in Appendix A reveal various duty, background, and job satisfaction data for all of the job types identified. (For a further explanation of the job types identified, see the CAREER LADDER STRUCTURE section of this report.)

#### Administrative Supervisors

There were two job types identified in this cluster, and included: (1) Support Supervisors; and (2) NCOICs, Civil Law. Both of these job types reported spending a large amount of time performing administrative and supervisory tasks; the only real difference was the large amount of time NCOICs, Civil Law spent performing civil law and legal research. (For further information about these job types see Tables I, II, and III.)

#### Area Defense Personnel

There were two job types identified in this cluster also. Circuit Court Administrators perform an average of 101 tasks and seem to perform all aspects of legal services. Area Defense Administrators perform only 46 tasks and tend to concentrate on performing administrative and area defense tasks. The number of tasks performed was probably the biggest discriminator between these job types. (For further information about these job types see Tables I, II, and III.)

#### Legal Supervisors

This cluster had eight job types, the largest number identified in any cluster. Generally, the jobs performed by the incumbents in these job types were supervisory in nature and were basically the same. NCOICs, Legal Services performed the highest average number of tasks, and seemed to be responsible for supervising the military justice sections at various base legal offices. NCOICs, Administration averaged only 122 months in the career field, and were differentiated on the basis of the large amount of time spent performing administrative and military justice tasks. Law Office Managers spent 76 percent of their job time performing supervisory duties and were responsible for managing various base legal offices. Claims Superintendents supervised the base claims section personnel. Legal Services Superintendents supervised an average of five people and performed very few technical legal tasks. These incumbents generally worked at larger base legal offices. Legal Services Managers had an average paygrade of 8.1 and only 17 percent planned to reenlist. These incumbents reported spending 18 percent of their time on military justice, claims, and civil law tasks. Executive Officers seemed to be legal staff personnel at the MAJCOM or numbered Air Force level. These incumbents were all 70590 or 70500 personnel, but only supervised an average of two people. Claims Administrative Management Programs (CAMP)

Supervisors seem to be responsible for reviewing and analyzing CAMP statistical summaries. (For further information about these job types see Tables IV, V, and VI.)

#### NCOICs, Military Justice

There were seven job types identified in this cluster, which were: Base Claims and Military Justice Clerks, Military Justice Supervisors, Military Justice Administrators, NCOICs, Staff Judge Advocate, Military Justice and Administrative Personnel, Headquarters Legal Services Personnel, and Military Justice Personnel. All of the incumbents in these job types spend at least 30 percent of their job time performing military justice tasks. The primary differentiating factors separating these job types are the amount of time spent on supervision, military justice, or the average number of tasks performed. The Base Claims and Military Justice Clerks is an interesting job type in the fact that these personnel processed claims in addition to performing military justice tasks. NCOICs, Staff Judge Advocate performed an unique job in that they supervised an average of five people but still reported spending 40 percent of their job time on military justice tasks. (For further information about these job types see Tables VII, VIII, and IX.)

#### Claims Personnel

There were three job types identified in this cluster; NCOICs, Claims seem to be the first line claim supervisors for the career ladder. Claims Examiners perform only 30 tasks and spend 68 percent of their time on claim related tasks. Hospital Claims Personnel were differentiated in the fact that these incumbents almost exclusively processed hospital claims. (For further information about these job types see Tables X, XI, and XII.)

TABLE I

RELATIVE TIME SPENT ON DUTIES BY THE JOB TYPES IN THE ADMINISTRATIVE SUPERVISORS  
AND AREA DEFENSE PERSONNEL CLUSTERS

DUTIES	ADMINISTRATIVE SUPERVISORS		AREA DEFENSE PERSONNEL	
	SUPPORT SUPERVISORS (N=5)	NCOs, CIVIL LAW (N=8)	CIRCUIT COURT ADMINISTRATORS (N=11)	AREA DEFENSE ADMINISTRATORS (N=44)
ORGANIZING AND PLANNING	16	10	13	8
DIRECTING AND IMPLEMENTING	17	11	11	7
EVALUATING AND INSPECTING	9	4	4	3
TRAINING	2	*	1	*
PERFORMING GENERAL ADMINISTRATION OR MISCELLANEOUS FUNCTIONS	48	49	28	41
PERFORMING MILITARY JUSTICE ADMINISTRATION FUNCTIONS	5	1	17	14
PERFORMING COURT REPORTING FUNCTIONS	*	*	*	*
PERFORMING AIR FORCE CLAIMS FUNCTIONS	3	*	7	*
PERFORMING CIVIL LAW, LEGAL RESEARCH, AND LEGAL ASSISTANCE FUNCTIONS	2	24	9	6
PERFORMING AREA DEFENSE COUNSEL FUNCTIONS	*	*	10	20

\* DENOTES LESS THAN ONE PERCENT

TABLE II

BACKGROUND INFORMATION FOR JOB TYPES IN THE ADMINISTRATIVE SUPERVISORS AND  
AREA DEFENSE PERSONNEL CLUSTERS

	ADMINISTRATIVE SUPERVISORS		AREA DEFENSE PERSONNEL	
	SUPPORT SUPERVISORS	NCOICs, CIVIL LAW	CIRCUIT COURT ADMINISTRATORS	AREA DEFENSE ADMINISTRATORS
AVERAGE NUMBER OF TASKS PERFORMED	34	37	101	46
AVERAGE PAY GRADE	6.8	5.3	5.0	4.6
AVERAGE NUMBER OF PERSONNEL SUPERVISED	1	1	*	*
DAFSC:				
70530	0	13	0	2
70550	0	63	73	73
70570	40	13	18	25
70590	40	11	0	0
CEM CODE 70500	20	0	9	0
AVERAGE MONTHS T1CF	108	86	60	48
PERCENTAGE WITH LESS THAN 60 MONTHS T1CF	214	124	113	90
AVERAGE MONTHS TAFMS	20%	38%	46%	68%

\* DENOTES LESS THAN ONE PERSON SUPERVISED

TABLE III

JOB INTEREST AND RELATED DATA BY JOB TYPES IN THE ADMINISTRATIVE  
SUPERVISORS AND AREA DEFENSE PERSONNEL CLUSTERS  
(PERCENT MEMBERS RESPONDING)

	ADMINISTRATIVE SUPERVISORS		AREA DEFENSE PERSONNEL	
	SUPPORT SUPERVISORS	NCOICs, CIVIL LAW	CIRCUIT COURT ADMINISTRATORS	AREA DEFENSE ADMINISTRATORS
<u>I FIND MY JOB:</u>				
NO RESPONSE	0	13	0	0
DULL	60	13	27	7
SO-SO	0	0	0	0
INTERESTING	40	74	73	93
<u>MY JOB UTILIZES MY TALENTS:</u>				
NO RESPONSE	0	0	0	0
NOT AT ALL TO VERY LITTLE	60	13	27	7
FAIRLY WELL TO PERFECTLY	40	87	73	93
<u>MY JOB UTILIZES MY TRAINING:</u>				
NO RESPONSE	0	0	0	0
NOT AT ALL TO VERY LITTLE	60	13	27	25
FAIRLY WELL TO PERFECTLY	40	87	73	75
<u>I PLAN TO REENLIST:</u>				
NO RESPONSE	0	13	0	0
NO OR PROBABLY NO	20	25	27	36
YES OR PROBABLY YES	80	62	73	64

TABLE IV  
RELATIVE TIME SPENT ON DUTIES BY JOB TYPES IN THE LEGAL SUPERVISORS CLUSTER

DUTIES	NCOICs, LEGAL SERVICES (N=11)	NCOICs, ADMINISTRATION (N=14)	LAW OFFICE MANAGERS (N=19)	CLAIMS SUPERINTENDENTS (N=9)	LEGAL SERVICES SUPERINTENDENTS (N=10)	LEGAL SERVICES MANAGERS (N=8)	EXECUTIVE OFFICERS (N=6)	CAMP SUPERVISORS (N=5)
ORGANIZING AND PLANNING	15	13	24	13	30	18	19	16
DIRECTING AND IMPLEMENTING	18	19	27	18	28	24	32	25
EVALUATING AND INSPECTING	14	12	18	12	9	20	27	16
TRAINING	14	5	7	8	10	7	6	6
PERFORMING GENERAL ADMINISTRATION MISCELLANEOUS FUNCTIONS	15	23	15	14	19	13	9	23
PERFORMING MILITARY JUSTICE ADMINISTRATION FUNCTIONS	14	12	4	3	*	10	5	4
PERFORMING COURT REPORTING FUNCTIONS	*	*	*	2	*	*	*	*
PERFORMING AIR FORCE CLAIMS FUNCTIONS	2	3	*	28	1	2	*	8
PERFORMING CIVIL LAW, LEGAL RESEARCH, AND LEGAL ASSISTANCE FUNCTIONS	9	11	4	4	1	6	1	2
PERFORMING AREA DEFENSE COUNSEL FUNCTIONS	*	*	*	*	*	*	*	*

\* DENOTES LESS THAN ONE PERCENT

TABLE V

## BACKGROUND INFORMATION FOR JOB TYPES IN THE LEGAL SUPERVISORS CLUSTER

	NCOs, LEGAL SERVICES		NCOs, ADMINISTRATION		LAW OFFICE MANAGERS		CLAIMS SUPERINTENDENTS		LEGAL SERVICES SUPERINTENDENTS		LEGAL SERVICES MANAGERS		EXECUTIVE OFFICERS		CAMP SUPERVISORS	
AVERAGE NUMBER OF TASKS PERFORMED	136		106		75		105		56		50		32		39	
AVERAGE PAY GRADE	6.8		6.6		7.9		6.7		6.7		8.1		8.1		6.8	
AVERAGE NUMBER OF PERSONNEL SUPERVISED	6		3		5		4		5		4		2		4	
DAFSC																
70530	0		0		0		0		0		0		0		0	
70550	0		0		5		0		10		0		0		0	
70570	27		36		5		56		50		0		0		60	
70590	73		57		63		33		20		87		33		20	
CEM CODE 70500	0		7		27		11		20		13		67		20	
AVERAGE MONTHS T1CF	138		122		194		126		139		188		185		144	
AVERAGE MONTHS TAFHS	216		199		258		227		201		281		285		185	
PERCENTAGE WITH LESS THAN 60 MONTHS T1CF	27%		7%		10%		0%		0%		13%		17%		20%	

TABLE VI  
JOB INTEREST AND RELATED DATA BY JOB TYPES IN THE LEGAL SUPERVISORS CLUSTER  
(PERCENT MEMBERS RESPONDING)

	NCOTs, LEGAL SERVICES	NCOTs, ADMINISTRATION	LAW OFFICE MANAGERS	CLAIMS SUPERINTENDENTS	LEGAL SERVICES SUPERINTENDENTS	LEGAL SERVICES MANAGERS	EXECUTIVE OFFICERS	CAMP SUPERVISORS
<u>I FIND MY JOB:</u>								
NO RESPONSE	0	0	0	0	0	0	0	0
DULL	0	0	0	0	0	0	0	0
SO-SO	0	0	5	0	0	13	0	0
INTERESTING	100	100	95	100	100	87	100	100
<u>MY JOB UTILIZES MY TALENTS:</u>								
NO RESPONSE	0	0	0	0	0	0	0	0
NOT AT ALL TO VERY LITTLE	0	0	10	0	20	0	13	20
FAIRLY WELL TO PERFECTLY	100	100	90	100	80	100	87	80
<u>MY JOB UTILIZES MY TRAINING:</u>								
NO RESPONSE	0	0	0	0	0	0	0	0
NOT AT ALL TO VERY LITTLE	0	7	16	0	10	0	17	20
FAIRLY WELL TO PERFECTLY	100	93	84	100	90	100	83	80
<u>I PLAN TO REENLIST:</u>								
NO RESPONSE	0	0	0	0	0	0	0	0
NO OR PROBABLY NO	36	50	47	33	40	83	67	60
YES OR PROBABLY YES	64	50	53	67	60	17	33	40



TABLE VII

RELATIVE TIME SPENT ON DUTIES BY JOB TYPES IN THE NCOICs, MILITARY JUSTICE CLUSTER

DUTIES	BASE CLAIMS AND MILITARY JUSTICE CLERKS (N=13)	MILITARY JUSTICE SUPERVISORS (N=14)	MILITARY JUSTICE ADMINISTRATORS (N=85)	NCOICs, STAFF JUDGE ADVOCATE (N=7)	MILITARY JUSTICE AND ADMINISTRATIVE PERSONNEL (N=10)	HEADQUARTERS LEGAL SERVICES PERSONNEL (N=9)	MILITARY JUSTICE PERSONNEL (N=15)
ORGANIZING AND PLANNING	2	7	3	11	8	3	1
DIRECTING AND IMPLEMENTING	4	10	4	15	11	5	2
EVALUATING AND INSPECTING	4	8	3	11	7	6	1
TRAINING	*	4	*	4	2	*	*
PERFORMING GENERAL ADMINISTRATION OR MISCELLANEOUS FUNCTIONS	12	14	16	13	27	26	22
PERFORMING MILITARY JUSTICE ADMINISTRATION FUNCTIONS	36	36	65	40	32	54	63
PERFORMING COURT REPORTING FUNCTIONS	4	4	2	*	*	2	*
PERFORMING AIR FORCE CLAIMS FUNCTIONS	30	8	1	2	2	1	*
PERFORMING CIVIL LAW, LEGAL RESEARCH, AND LEGAL ASSISTANCE FUNCTIONS	7	8	4	3	9	2	7
PERFORMING AREA DEFENSE COUNSEL FUNCTIONS	*	2	*	*	1	*	1

\* DENOTES LESS THAN ONE PERCENT

TABLE VIII

## BACKGROUND INFORMATION FOR JOB TYPES IN THE NCOICs, MILITARY JUSTICE CLUSTER

	BASE CLAIMS AND MILITARY JUSTICE CLERKS		MILITARY JUSTICE SUPERVISORS		MILITARY JUSTICE ADMINISTRATORS		NCOICs, STAFF JUDGE ADVOCATE		MILITARY JUSTICE AND ADMINISTRATIVE PERSONNEL		HEADQUARTERS LEGAL SERVICES PERSONNEL		MILITARY JUSTICE PERSONNEL	
AVERAGE NUMBER OF TASKS PERFORMED	108		186		80		86		77		47		32	
AVERAGE PAY GRADE	5.1		6.2		5.1		7.0		5.5		5.7		4.5	
AVERAGE NUMBER OF PERSONNEL SUPERVISED	*		2		*		5		1		*		*	
DAFSC														
70530	0		0		4		0		0		0		0	
70550	31		7		44		14		20		11		67	
70570	62		57		49		29		60		89		27	
70590	7		36		3		43		20		0		6	
CEH CODE 70500	0		0		0		14		0		0		0	
AVERAGE MONTHS T1CF	68		121		67		137		117		94		60	
AVERAGE MONTHS TAFNS	123		178		127		216		169		167		94	
PERCENTAGE WITH LESS THAN 60 MONTHS T1CF	54%		21%		42%		14%		30%		33%		40%	

\* DENOTES LESS THAN ONE PERSON SUPERVISED

TABLE IX  
JOB INTEREST AND RELATED DATA BY JOB TYPES IN THE NCOICs, MILITARY JUSTICE CLUSTER  
(PERCENT MEMBERS RESPONDING)

	BASE CLAIMS AND MILITARY JUSTICE CLERKS	MILITARY JUSTICE SUPERVISORS	MILITARY JUSTICE ADMINISTRATORS	NCOICs, STAFF JUDGE ADVOCATE	MILITARY JUSTICE AND ADMINISTRATIVE PERSONNEL	HEADQUARTERS LEGAL SERVICES PERSONNEL	MILITARY JUSTICE PERSONNEL
<u>I FIND MY JOB:</u>							
NO RESPONSE	0	0	0	0	0	0	0
DULL	0	0	0	0	0	0	0
SO-SO	0	0	1	14	0	0	7
INTERESTING	100	100	99	86	100	100	93
<u>MY JOB UTILIZES MY TALENTS:</u>							
NO RESPONSE	0	0	0	0	0	0	0
NOT AT ALL TO VERY LITTLE	0	14	8	14	20	22	13
FAIRLY WELL TO PERFECTLY	100	86	92	86	80	78	87
<u>MY JOB UTILIZES MY TRAINING:</u>							
NO RESPONSE	0	0	0	0	0	0	0
NOT AT ALL TO VERY LITTLE	0	14	5	29	10	11	13
FAIRLY WELL TO PERFECTLY	100	86	95	71	90	89	87
<u>I PLAN TO REENLIST:</u>							
NO RESPONSE	8	0	0	0	0	0	0
NO OR PROBABLY NO	8	36	22	57	30	22	27
YES OR PROBABLY YES	84	64	78	43	70	78	73

**TABLE X**  
**RELATIVE TIME SPENT ON DUTIES BY JOB TYPES IN THE CLAIMS CLUSTER**

<u>DUTIES</u>	<u>NCOICs, CLAIMS (N=82)</u>	<u>CLAIMS EXAMINERS (N=32)</u>	<u>HOSPITAL CLAIMS PERSONNEL (N=6)</u>
ORGANIZING AND PLANNING	5	2	*
DIRECTING AND IMPLEMENTING	8	3	5
EVALUATING AND INSPECTING	7	5	4
TRAINING	*	*	*
PERFORMING GENERAL ADMINISTRATION OR MISCELLANEOUS FUNCTIONS	15	14	24
PERFORMING MILITARY JUSTICE ADMINISTRATION FUNCTIONS	1	2	*
PERFORMING COURT REPORTING FUNCTIONS	*	*	*
PERFORMING AIR FORCE CLAIMS FUNCTIONS	58	68	62
PERFORMING CIVIL LAW, LEGAL RESEARCH, AND LEGAL ASSISTANCE FUNCTIONS	5	5	5
PERFORMING AREA DEFENSE COUNSEL	*	*	*

\* DENOTES LESS THAN ONE PERCENT

**TABLE XI**  
**BACKGROUND INFORMATION FOR JOB TYPES IN THE CLAIMS CLUSTER**

	<u>NCOICs, CLAIMS</u>	<u>CLAIMS EXAMINERS</u>	<u>HOSPITAL CLAIMS PERSONNEL</u>
AVERAGE NUMBER OF TASKS PERFORMED	60	30	26
AVERAGE PAY GRADE	5.1	4.6	4.8
AVERAGE NUMBER OF PERSONNEL SUPERVISED	1	*	*
<hr/>			
DAFSC			
70530	1	6	0
70550	50	75	83
70570	48	6	17
70590	1	13	0
CEM CODE 70500	0	0	0
<hr/>			
AVERAGE MONTHS TICF	70	57	61
AVERAGE MONTHS TAFMS	134	82	78
PERCENTAGE WITH LESS THAN 60 MONTHS TICF	48%	47%	17%

\* DENOTES LESS THAN ONE PERSON SUPERVISED

TABLE XII

## JOB INTEREST AND RELATED DATA BY JOB TYPES IN THE CLAIMS CLUSTER

	<u>NCOICs, CLAIMS</u>	<u>CLAIMS EXAMINERS</u>	<u>HOSPITAL CLAIMS PERSONNEL</u>
<u>I FIND MY JOB:</u>			
NO RESPONSE	0	0	0
DULL	1	9	17
SO-SO	7	13	17
INTERESTING	92	78	66
<u>MY JOB UTILIZES MY TALENTS:</u>			
NO RESPONSE	0	0	0
NOT AT ALL TO VERY LITTLE	9	22	33
FAIRLY WELL TO PERFECTLY	91	78	67
<u>MY JOB UTILIZES MY TRAINING:</u>			
NO RESPONSE	0	0	0
NOT AT ALL TO VERY LITTLE	2	9	17
FAIRLY WELL TO PERFECTLY	98	91	83
<u>I PLAN TO REENLIST:</u>			
NO RESPONSE	1	0	0
NO OR PROBABLY NO	43	34	17
YES OR PROBABLY YES	56	66	83

## APPENDIX B

# COMMON TASKS PERFORMED BY ADMINISTRATIVE SUPERVISORS

TASKS	PERCENT MEMBERS PERFORMING (N=15)
TYPE LEGAL CORRESPONDENCE, MESSAGES, OR REPORTS	100
OPERATE REPRODUCTION MACHINES	93
ESTABLISH ADMINISTRATIVE FILES	93
ORDER EQUIPMENT OR SUPPLIES	87
UPDATE GENERAL OFFICE CORRESPONDENCE FILES	87
TYPE GENERAL OFFICE CORRESPONDENCE, MESSAGES, OR REPORTS	87
UPDATE DOCUMENTATION FILES	87
SORT INCOMING MAIL	80
DRAFT LEGAL CORRESPONDENCE, MESSAGES, OR REPORTS	80
DRAFT GENERAL OFFICE CORRESPONDENCE, MESSAGES, OR REPORTS	80
ESTABLISH WORK PRIORITIES	80
PREPARE REQUISITIONS FOR DUPLICATING SERVICES	80

# COMMON TASKS PERFORMED BY AREA DEFENSE PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=64)
TYPE LEGAL CORRESPONDENCE, MESSAGES, OR REPORTS	100
TYPE GENERAL OFFICE CORRESPONDENCE, MESSAGES, OR REPORTS	98
POST CHANGES TO PUBLICATIONS	97
ESTABLISH ADMINISTRATIVE FILES	97
ORDER EQUIPMENT OR SUPPLIES	94
REFER CLIENTS TO SUPPORTIVE AGENCIES	88
ESTABLISH ELIGIBILITY OF CLIENTS FOR LEGAL SERVICES	88
MAKE TRAVEL ARRANGEMENTS	88
MAINTAIN DEFENSE COUNSEL INDIVIDUAL CASE DOCKETS	83
TYPE REQUESTS FOR DELAYS	83
COORDINATE WITH BASE LEGAL OFFICE PERSONNEL ON CASE LOADS	81
DRAFT GENERAL OFFICE CORRESPONDENCE, MESSAGES, OR REPORTS	80



# COMMON TASKS PERFORMED BY ADMINISTRATIVE PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=6)
OPERATE REPRODUCTION MACHINES	100
SORT INCOMING MAIL	100
PREPARE REQUISITIONS FOR DUPLICATING SERVICES	100
TYPE GENERAL OFFICE CORRESPONDENCE, MESSAGES, OR REPORTS	83
TYPE LEGAL CORRESPONDENCE, MESSAGES, OR REPORTS	83
ESTABLISH REQUIREMENTS FOR BLANK FORMS OR PUBLICATIONS	67
POST CHANGES TO PUBLICATIONS	67
ESTABLISH READING FILES	67
MAKE TRAVEL ARRANGEMENTS	67
PREPARE SHELF LIST CARDS FOR LEGAL LIBRARIES	67
REVIEW SUSPENSE DATES FOR COMPLIANCE	50
PLAN TRANSPORTATION REQUIREMENTS	50

# COMMON TASKS PERFORMED BY LEGAL CLERKS

TASKS	PERCENT MEMBERS PERFORMING (N=12)
TYPE POWER OF ATTORNEY STATEMENTS	100
PREPARE DOCUMENTS FOR NOTARIZING	92
TYPE LEGAL CORRESPONDENCE, MESSAGES, OR REPORTS	92
WITNESS LEGAL DOCUMENTS	92
TYPE GENERAL OFFICE CORRESPONDENCE, MESSAGES, OR REPORTS	83
ARRANGE LEGAL OFFICE APPOINTMENTS OTHER THAN PREVENTIVE LAW APPOINTMENTS	75
DRAFT LEGAL CORRESPONDENCE, MESSAGES, OR REPORTS	75
UPDATE LEGAL ASSISTANCE FILES	75
ADVISE CLIENTS ON PREPARATION OF INCOME TAX RETURNS	75
TYPE WILLS	58
OPERATE REPRODUCTION MACHINES	58
PREPARE REQUISITIONS FOR DUPLICATING SERVICES	58

# COMMON TASKS PERFORMED BY LEGAL SUPERVISORS

TASKS	PERCENT MEMBERS PERFORMING (N=96)
ESTABLISH WORK PRIORITIES	95
PLAN WORK ASSIGNMENTS	94
COUNSEL SUBORDINATES ON PERSONAL PROBLEMS	93
DRAFT GENERAL OFFICE CORRESPONDENCE, MESSAGES, OR REPORTS	92
ASSIGN PERSONNEL TO DUTY POSITIONS	90
ORIENT NEWLY ASSIGNED PERSONNEL	89
SCHEDULE LEAVES OR PASSES	89
DRAFT BUDGETS OR FINANCIAL ESTIMATES	88
PREPARE AIRMAN PERFORMANCE REPORTS (APR)	83
CONDUCT SELF-INSPECTIONS	82
DRAFT LEGAL CORRESPONDENCE, MESSAGES, OR REPORTS	80
SUPERVISE LEGAL SERVICES SPECIALISTS (AFSC 70550)	80

# COMMON TASKS PERFORMED BY NCOICs, MILITARY JUSTICE

TASKS	PERCENT MEMBERS PERFORMING (N=156)
DRAFT CHARGES AND SPECIFICATIONS FOR ARTICLE 15 ACTIONS	92
PREPARE ARTICLE 15 AMJAMS INPUTS	90
PREPARE ARTICLE 15 ACTIONS FOR DISTRIBUTION TO FINANCE	90
PREPARE ARTICLE 15 ACTIONS FOR DISTRIBUTION TO REVIEWING AUTHORITIES	89
PREPARE CHARGE SHEETS	87
DISTRIBUTE COURTS-MARTIAL ORDERS	87
PREPARE AMJAMS INPUTS FOR COURTS-MARTIAL ACTION	87
REVIEW COMPLETED ARTICLE 15 ACTIONS FOR ADMINISTRATIVE ACCURACY AND LEGAL SUFFICIENCY	84
PREPARE CORRESPONDENCE ON ARTICLE 15 APPEALS	84
PREPARE ARTICLE 15 VACATION ACTIONS	83
PREPARE AMENDMENTS TO COURTS-MARTIAL CONVENING ORDERS	81
TYPE GENERAL OFFICE CORRESPONDENCE, MESSAGES, OR REPORTS	81

# COMMON TASKS PERFORMED BY CLAIMS PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=125)
PREPARE CLAIMS RECORD FORMS (AF FORM 176)	97
ADJUDICATE AND RECOMMEND SETTLEMENT OF PERSONNEL AND RECOVERY CLAIMS UNDER CLAIMS MANUAL (AFM 112-1, CHAPTER 6)	95
PREPARE VOUCHERS FOR PAYMENT OF CLAIMS	94
PREPARE CLAIM LABELS	94
INTERVIEW AND ADVISE CLAIMANTS ON FILING PERSONNEL AND RECOVERY CLAIMS	91
ESTABLISH CLAIM CASE FILES	89
REVIEW CLAIMS RECORD FORMS (AF FORM 176) FOR ACCURACY	87
REVIEW DAILY SECURITY POLICE BLOTTERS FOR POTENTIAL CLAIMS	83
INVESTIGATE PERSONNEL CLOTHING CLAIMS	82
ADJUDICATE AND RECOMMEND SETTLEMENT OF PERSONNEL CLOTHING CLAIMS UNDER USAF SUPPLY MANUAL (AFM 67-1)	82
RECORD STATEMENTS OF CLAIMANTS	81
ASSEMBLE INVESTIGATIVE FILES ON POTENTIAL CLAIMS	79

# COMMON TASKS PERFORMED BY MILITARY JUSTICE AND CLAIMS PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=7)
PREPARE CLAIMS RECORD FORMS (AF FORM 176)	100
PREPARE CLAIMS LABELS	100
PREPARE VOUCHERS FOR PAYMENT OF CLAIMS	100
TYPE GENERAL OFFICE CORRESPONDENCE, MESSAGES, OR REPORTS	86
PREPARE ARTICLE 15 AMJAMS INPUTS	86
REVIEW COMPLETED ARTICLE 15 ACTIONS FOR ADMINISTRATIVE ACCURACY AND LEGAL SUFFICIENCY	86
ADJUDICATE AND RECOMMEND SETTLEMENT OF PERSONNEL AND RECOVERY CLAIMS UNDER CLAIMS MANUAL (AFM 112-1, CHAPTER 6)	71
REVIEW CLAIMS RECORD FORMS (AF FORM 176) FOR ACCURACY	71
ESTABLISH ADMINISTRATIVE FILES	71
PREPARE ARTICLE 15 ACTIONS FOR DISTRIBUTION TO FINANCE OFFICE	71
DISPOSE OF OBSOLETE PUBLICATIONS	71
PREPARE ARTICLE 15 ACTIONS FOR DISTRIBUTION TO REVIEWING AUTHORITIES	71

# COMMON TASKS PERFORMED BY CLAIMS ADVISORS

TASKS	PERCENT MEMBERS PERFORMING (N=9)
PREPARE CLAIMS RECORD FORMS (AF FORM 176)	100
PREPARE VOUCHERS FOR PAYMENT OF CLAIMS	100
ADJUDICATE AND RECOMMEND SETTLEMENT OF PERSONNEL AND RECOVER CLAIMS UNDER CLAIMS MANUAL (AFM 112-1, CHAPTER 6)	89
PREPARE CLAIM LABELS	89
INTERVIEW AND ADVISE CLAIMANTS ON FILING PERSONNEL AND RECOVERY CLAIMS	78
INTERVIEW AND ADVISE CLAIMANTS ON FILING GENERAL CLAIMS	67
OPERATE REPRODUCTION MACHINES	56
RECORD STATEMENT OF CLAIMANTS	56
INTERVIEW AND ADVISE CLAIMANTS ON FILING NONAPPROVED FUNDS CLAIMS	56